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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 16, 1961

The Board of Library Trustees met on Monday, January 16, 1961 at 9:30 A.M. in the Junior Library Hall. Those present were: Mrs. Spengler Mrs. Yood, Mr. Brosnan, Mr. Troiano, and Mr. Washburn.

The Secretary's report was read and corrected to read, "Architect's fee to be $2,839.10."

Mrs. Yood reported that she interviewed a Mrs. Teplitzky of Arlington who is interested in working at the library. She is a graduate of Queen's College in 1959 and has taught social studies for two years in Junior High School 45 in Manhattan. A recommendation from the principal of that school was excellent. Since Miss Stromdahl has not interviewed Mrs. Teplitzky and since the status of Mrs. Rothenberg, Mrs. Lee, and Mrs. Cleland are not as yet clarified, it was agreed to wait until Miss Stromdahl's return before proceeding with any appointments. Mrs. Spengler appointed Mr. Brosnan, Mr. Troiano and Miss Stromdahl, a committee to study the part time staff situation.

Interviews

Part-Time
Staff

School Libraries

Mrs. Spengler reported that the School Committee was thoroughly impressed with the School Library program as presented by the School Librarians. Dr. Roens was very grateful for the program because it showed members of the School Committee exactly what is being accomplished far more effectively than reports, charts, etc.

School
Library
Program

Personnel Board's Action

The Board is distressed with the action the Personnel Board has taken in reclassifying the status of the three top staff members, especially LS 6 and 7, where the increases are less than a normal annual pay increase. In LS 6 particularly the suggested raise is only $84.00. (See letter inserted in records) It was voted that the Chairman write to the Personnel Board reviewing the job content of the positions involved and expressing our dissatisfaction with the program that has been set up.

Personnel
Board
Re Incr.

Building and Grounds

Mrs. Spengler is to contact Mr. O'Hara about the deterioration of the windows in the Main Library.

Mr. Washburn reported that the plumbing has been completed, that there is plenty of pressure now and only one meter.

National Library Week

Nat. Library Week

Mr. Washburn thinks we can get Emily Kimbrough to come to Arlington in April for $600. Mrs. Spengler is to find out if Cleveland Amory is also available at that time. It was agreed that there be a $1.00 admission charge and that light refreshments be included. Mr. Troiano is to assist Mr. Washburn in promotion of the sale of tickets. It was also decided that the Friends of the Library have a meeting early in March to ask their assistance.

Mrs. Spengler is to call Mr. Purcell about the article in the warrant.

Architect's Fee

Mr. Brosnan made a motion that the architect's fee come from the Library Art Fund. Not only will the prints be displayed more frequently, but they will be displayed to far better advantage in the "new" gallery. It was so voted.

The police have been most successful in collecting long overdue books.

The next meeting will be held on February 13, 1961 in the evening.

The meeting adjourned at 11:20 A.M.

Respectfully submitted,

Mrs. Molly Yood
Acting Secretary

PERSONNEL BOARD

Town of Arlington

7 CENTRAL STREET
ARLINGTON, MASSACHUSETTS

F. LAWRENCE DOHERTY, Chairman
PAUL E. WIDDER
WARREN E. O'LEARY
WILLIAM J. FROST
ROBERT L. JOHNSON

A. LEE MORRIS, Executive Secretary
MIssion 3-6700

January 16, 1961

Judith E. Stromdahl, Head Librarian
Robbins Library
700 Massachusetts Avenue
Arlington 74, Massachusetts

Dear Miss Stromdahl:

The Personnel Board has given the Board of Library Trustees' request careful consideration and voted to recommend to the Annual Town Meeting that the salaries as they appear in LS 8, LS 7 and LS 6 be changed to read as follows:

	Minimum	Step 1	Step 2	Step 3	Maximum
LS 8	$6500	$6750	$7000	$7250	$7550
LS 7	5000	5200	5400	5600	5800
LS 6	4700	4900	5100	5300	5500

The Board also intends to recommend a general increase and the combination of both Articles, if accepted, will increase the maximum of LS 8 to $7852, LS 7 to $6032 and LS 6 to $5720.

Very truly yours,
PERSONNEL BOARD

Lee Morris
Executive Secretary

ALM:m

(Plus a 4% anticipated overall increase)

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

February 13, 1961

The Board of Library Trustees met on Monday evening, February 13, 1961 in the Junior Library at 7:30 P.M. Mesdames Spengler and Yood, Messrs. Troiano and Washburn and the Librarian were present. At the invitation of the Board Chairman, Mr. F. Lawrence Doherty, Chairman of the Personnel Board, was also present for the first part of the meeting.

The minutes of the January meeting were read and accepted with the additions and the following corrections:

Architect's Fee

A bill for $2,839.10 was submitted by Korslund, LeNormand & Quann, Inc. for architectural and engineering services for Robbins Library alterations and an additional request for $99.99 to cover additional structural steel was also submitted by Mr. Racioppi.

Voted: To use the Library Art Fund for payment of these bills

National Library Week

It should be noted that the arrangements for this activity including the promotion of tickets is to be under the sponsorship of the Friends of the Library. The Trustees realize that they themselves cannot plan any library program for which admission is charged unless the proceeds be turned over to the Town.

Personnel Board

The wording of the second half of the first sentence should read, "where the increases are less than a normal one grade step" instead of a "normal annual pay" increase.

Warrant Article

As directed, a copy of the article to be inserted in the warrant for the 1961 Town Meeting has been attached to the minutes of the Trustees Report for January and copies sent to all members of the Board.

Secretary's Reports

The Chairman requested the Secretary to include copies of all material such as bids, etc., in the minutes sent to Board members. To date these records have been included in the Secretary's records, only.

Correspondence

Of special interest was a letter from Jason Sokolov, one of the Northeastern students who was obliged to make a change in his work assignment because his family moved to Peabody and he found it too difficult to get to Arlington by public transportation. The following is quoted from his letter:

"Please give my sincere regards to everyone at the library. As you know, I am now employed at a Boston Law firm. If I were to compare the practical training I received at Robbins Library with that I received at the law firm it would be easy to choose the better job. Your training stands head and shoulder above what I am now getting and you have a right to be proud of your system and personnel." Jason Sokolov

Personnel

Staff - Mrs. Yood presented the name of Stillman Hilton to be considered for the position of Senior Assistant in the Circulation Department. Mr. Hilton is a graduate of Bowdoin College 1949 and received a master's degree from Columbia Library School in 1953. He served in the Navy for three years during the World War II, 1944-1946, and in the Korean War in 1951-52 in the special intelligence program. From 1953-1959 he was employed by the Brooklyn Public Library serving in a number of departments including the Branches, Bookmobile, Book ordering and Adult Services. In 1956-57 he was on leave of absence and served as an exchange librarian in London, England. In September 1959 he accepted a position in the Medford Library at a lower rate of pay because of family reasons. His references are excellent in regard to character, work performance and book and reading background. He was not recommended for a supervisory position. Members of the Board, however, felt Mr. Hilton would bear watching as a possible candidate for the position of Assistant Librarian, as his education, background, and experience meet requirements. Stillman Hilton

Voted upon motion of Mr. Washburn, subject to the approval of the Town Manager: That the Library engage the services of Stillman Hilton as soon as he is available, for the position of Senior Assistant at the maximum step of LS 4, $4290 with the understanding that if he shows sufficient promise for the position of Assistant Librarian he will be considered among others for the position.

Voted: "To request Mrs. Cleland to take a leave of absence until such time as she can reassume her regular duties." This action was taken so that the library can arrange for a substitute to carry on the hospital library program while Mrs. Cleland is out. In November, Mrs. Cleland asked to be away from her duties for a two week period because of serious illness in her immediate family. These two weeks have stretched to the present and as yet Mrs. Cleland can give no indication as to when conditions might warrant her return. This action is subject to the approval to the Town Manager. Mrs. Cleland

Hiring Policies - At the request of the Board members, Mr. Doherty discussed "hiring" policies and offered a number of suggestions which might help the Board in solving some of its problems. He concurred with the Board that Mr. Hilton should be given the opportunity to "prove himself" for the Assistant Librarianship and suggested courses in public speaking for applicants who seem to lack certain positive characteristics. He also recommended the use of evaluation sheets to score the performance of the employees. In regard to the question of part-time help (not page help) Mr. Doherty mentioned three courses of action.

Employers can -

1. Adopt the policy of part-time help on a limited basis.
2. Arrange the operation in such a way that the library can hire available personnel - i.e. make the hours suit the convenience of the employees.
3. Be adamant - make no exceptions - have a "no part-time" help policy.

Obviously, Mr. Doherty observed, the second policy was out as far as the library was concerned and he strohgly recommended the third course. A number of full time assistants become less expensive in the long run and make for better service than a larger number of part-time people who are willing to work only such hours as they find convenient. He warned that should such a course be decided upon, it could not be affected overnight. Mrs. Spengler suggested that the Librarian work out a schedule on this basis and present it to the committee appointed at the January meeting, consisting of Mr. Brosnan and Mr. Troiano, for consideration. If found to be feasible, the Board would then approach the Town Manager for his approval.

Reports

Elevator - At the request of the Architect, the Trustees were asked to decide upon the colors for the frame, doors, and floor. Mr. E. G. Malmquist of the Payne Elevator Company had suggested some tones of beige to blend with the marble or a color which will stand out in contrast to the marble. After some discussion #207 - Terra Cotta was selected for the door frame, etc., and #512 - Tennessee Pink for the floor.

Relighting - Dallin Branch - It was reported that the installation of the new lighting in the auditorium had been completed satisfactorily.

Overdue Notices - The Librarian reported that Sargeant O'Shea wanted to know what policy the Trustees wished to follow if borrowers did not return the books upon the advice of the Police. The Librarian was authorized to pursue the possible procedures which the Police felt could be established.

Miss Dodge

Voted: That the Librarian send a letter to Miss Dodge advising her that the money her father had left the library in his will had made possible a much needed program for young people of Junior High age.

Voted: That a plaque in his memory be prepared and installed in the Junior High area.

Library Aid

As it was noted that the Massachusetts Library Association winter meetings to be held the following Thursday had been planned around the theme of State Aid to Libraries of the Commonwealth, the Board decided to postpone discussion and possible action on this matter until the next meeting.

National Library Week

Mr. Washburn reported the following:

1. That both Emily Kimbrough and Cleveland Amory had been secured as speakers.
2. That Miss Weiscopf of New England News had agreed to provide a book exhibit for the evening, and to supply books for autographing by speakers.
3. That a meeting of the Friends of the Library had been tentatively set for Saturday morning, March 3, 1961.

Mr. Washburn also presented a letter to be sent to the Friends of the Library and a sample ticket for printing.

After some discussion the Trustees decided to secure the Auditorium of the High School in place of the Junior High East Auditorium and to have 1500 tickets printed. Further details and arrangements were left to be worked out by the Friends of the Library. Because the Brotherhood Program was scheduled for the Junior Library Hall, it was decided to have the meeting of the Friends in the Catalogue Room.

Inasmuch as many favorable comments had been received following the last meeting in regard to the demonstration by the School Librarians, it was voted to ask Mrs. Sanborn, the Young People's Librarian, to give a brief resumé of the work and program of her department at this meeting.

Next Meeting

The next meeting was set for Monday evening, March 6, 1951.

The meeting adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

February 27, 1961

The Board of Library Trustees held a special meeting on Monday, February 27, 1961 at 7:30. Mesdames Spengler and Yood, Messrs. Brosnan and Washburn and the Librarian, Judith E. Stromdahl, were present.

The minutes of the last meeting were read. It was noted that the date for the meeting of the Friends of the Library, as stated in the minutes, had been changed from March 4 to February 25, 1961, after the Board meeting had been held. The minutes were accepted as prepared.

Correspondence consisted of an invitation to the Trustees and Staff to attend the opening of the new wing of the Memorial Hall Library in Andover on Sunday, March 5, 1961, from 3:30 to 5:30 o'clock.

Personnel

Mrs. Yood reported that Stillman Hilton had been interviewed again and had accepted a position in the Circulation Department at the yearly rate of $4290 (LS 4 Max), his services to begin on March 27, 1961. This action has already been approved by the Town Manager. (See minutes of February 13, 1961) Mr. Hilton

Mrs. Yood also presented the name of Elizabeth Hodges, present Head Librarian of the Belmont Library, as a possible candidate for the Assistant Librarian's job. Miss Hodges had approached the Librarian signifying an interest in the position and had been interviewed by Mrs. Yood and Miss Stromdahl. Miss Hodges

After some discussion it was voted "to request Miss Hodges to attend the next meeting of the Board to be held on Monday, March 6, 1961 for an interview, if possible."

National Library Week

The rest of the meeting was devoted to plans for National Library Week.

Minutes of the February 25 meeting of the Friends of the Library were read as submitted by Mrs. Dorothy Hart. Voted: To send copies to all names on the list whether or not the people had attended the meeting. This action, it was felt, would result in good publicity for National Library Week. (copy of minutes attached) Minutes of Meet.

Mr. Washburn announced that John Reilly has agreed to act as Treasurer to handle all monies from the sale of tickets and for payment of bills, and Mrs. Mark Bradford to take charge of programs.

Mr. Washburn also outlined the newspaper releases as planned by the Publicity Committee. Local papers are to be given articles each week and Boston papers will be approached in April. Voted: To insert a paid ad at a later date in each of the three local papers.

Decision on an outdoor sign on Library grounds was deferred to a later date.

For stage decorations it was decided to see if the BIG BOOK and the Library Panels which were used for the 150th Anniversary celebration could be used.

Plans for a reception at the Library for speakers, committee workers and Friends, following the National Library Week meeting, were tentatively agreed upon. Reception

It was also voted to request permission of the Town Manager to close the Library at 7:30 on the evening of April 12, 1961, to further highlight the importance of this Town wide observance of National Library Week.

The meeting adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 6, 1961

The Board of Library Trustees met in the Junior Library on Monday evening, March 6, 1961 at 7:30. Mrs. Spengler, Mrs. Yood, Mr. Washburn and Miss Stromdahl were present.

Reading of the minutes of the last meeting and correspondence were temporarily postponed as three appointments had been scheduled for the evening. The first was an interview at 7:30 with Miss Elizabeth Hodges, an applicant for the position of Assistant Librarian and Supervisor of Adult Services.

Miss Hodges is a graduate of Radcliffe College and has her Masters Degree in Library Science from Simmons. She has held positions in the Boston Public Library, the Detroit Public Library, and during World War II, from 1943 to 1947 was in the overseas Army Library Service, serving as Command Librarian, Third U. S. Army and later as Command Librarian, First Military District. In 1947 she accepted a position in the Watertown Library and in 1949 became Head Librarian of the Leominster Public Library, which position she held until April 1958 when she was appointed to her present position as Head Librarian of the Belmont Public Library.

Miss
Hodges

Following the interview and after considering Miss Hodges' qualifications, it was voted upon motion of Mr. Washburn, "that Miss Hodges be offered the position of Assistant Librarian at the Maximum Step of LS 7 $5620, if she is still interested in the position, this action subject to the approval of the Town Manager."

The next conference was with Mr. Tobiasson, representing the Architectural Firm of Korslund, LeNormand & Quann. Mr. Tobiasson reported on the work completed by the contractor to date. He mentioned a few items which need to be done which are not in the contract and suggested that the present contractor be approached for a figure.

Mr.
Tobiasson

Items are as follows:

1. Old type electric circuit in the basement which runs over frame where the elevator is going should be replaced. (by 3 phase instead of single phase)

2. Replacement of shelf standards which had to be removed when breaking through the walls for doorways. (Shelves can be replaced by Custodians.)

3. Steel plates at elevator entrances to be filled in on floor of stacks.

Note: Mr. Korslund estimated the above work could be done for about $300. ($275. plus 10%)

4. Glass Fire Partition.

Mr. Tobiasson agreed to get a figure for this work from the contractor if the Trustees wish.

Mr. Tobiasson also said that moving the print cabinets would entail the services of a qualified carpenter.

Moving
Print
Cab.

The Trustees then discussed their plans for enlarging the stack area. They asked Mr. Tobiasson if he felt that Mr. Korslund would continue the supervision of the work. Mr. Tobiasson replied in the affirmative.

Mr. Tobiasson agreed to ask the contractor to install the new door to the Print Room immediately. He also reported that the fire escape would be given one coat of paint. The second coat will have to wait until the building is painted.

Mr.
Tobiasson

At 9:45,Mr, Francis Coughlin, Town Treasurer went over the Trust Fund accounts and the Trustees checked the Pass books.

Trust
Funds

National Library Week details were discussed and Mr. Washburn reported that tickets were moving very well.

Messenger overdues were also discussed. Sgt. O'Shea wished to know if the Trustees were prepared to prosecute borrowers for unreturned books. According to him, the court can issue a Hearing Notice for a delinquent to appear before the judge; this carries no court record. If, however, the notice is disregarded by the borrower, he will have to be summoned into court. The Trustees agreed they had no alternative if the borrowers continued to disregard the police visits, this action subject to approval of the Town Manager.

Overdues

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 13, 1961

The Trustees met in the Hearing Room of the Town Hall for a brief meeting following their meeting with the Board of Selectmen on Monday evening, March 13, 1961 at 8:15, in regard to National Library Week. Mrs. Spengler, Mrs. Yood, Mr. Washburn and the Librarian were present.

Mr. Washburn reported that he and the Librarian had met with Mr. Tobiasson of the Architect's office at 8:30 on Friday morning, March 10, to discuss the moving of the cabinets now located in the Print Room. When measured, it was found that the cases now in the gallery as well as all those in the Print Room with the exception of the section of wooden cases on the left hand wall, could be fitted into the further end of the gallery. The wide cases could be placed in the work room leading from the Gallery. Mr. Tobiasson said he would get a man to take care of this work as soon as possible so that work can proceed with the painting of the Print Room and the installation of shelves.

Moving
of
Cabinets
in
Print
Room

Voted, upon motion of Mr. Washburn, "that the Robbins Print Fund be used to pay for a carpenter and the moving of the prints."

The Librarian reported that Mr. O'Hara of the Public Works Department had agreed to have the Public Works Department paint the Print Room and build the necessary shelving for the area.

Print
Room

Voted: That Mr. O'Hara be authorized to do the necessary painting in the former Print Room, the money for this purpose to be taken from the Trust Investment Fund.

Voted: That Mr. O'Hara be authorized to install the necessary shelving in the Print Room, which is to be converted into the Technical Services Department, the money for the work to be taken from the Trust Investment Fund.

Print
Room

The Librarian also reported that Mr. LeBlanc, the plumber had found it was possible to install water in the gallery area.

Voted: That Mr. LeBlanc be authorized to install a suitable lavatory in the Art & Music Work Room, the money to be taken from the Robbins Art Fund.

Other action included the following:

Voted: That the Librarian request the Architect to proceed with the preparation of the specifications for the lighting, the heating and ventilation and the glass Fire Door as soon as possible.

Voted: That "the Robbins Art Fund be used for furnishings for the Print, Art & Music Gallery." This action followed an opinion from the Town Counsel that this could legally be done. Voted: To use Trust Funds for shelving for this area and for furniture and shelving for the Young People's Department.

Furnishings for Gallery

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

March 24, 1961

The Trustees met for the third meeting of the month at 7:45 on Monday evening, March 24, 1961 in the Junior Library. Mrs. Spengler, Mrs. Yood, Robert Brosnan, J. Milton Washburn, Jr., and the Librarian, Judith E. Stromdahl, were present.

The Secretary's reports of the meetings of March 6 and March 13 were accepted.

Correspondence consisted of the following:

1. A letter of resignation from the Young People's Librarian, Mrs. Edith Sanborn. She and her husband are building a home on the south shore, too far away for commuting to Arlington. Mrs. Sanborn

2. A letter from the Executive Director of the Arlington Boys' Club, Inc., requesting permission to use the Library Hall for Directors' Board Meetings during the ensuing year.

3. Copy of a letter with a "Request for Extras" sent to the Town Manager by Korslund, LeNormand & Quann, Architects.

4. A letter from the Massachusetts Board of Library Commissioners with an application for State Aid under provisions of Chapter 760 of the Acts of 1960, Sections 19A and 19B.

5. A letter from the Town Treasurer, Francis A. Coughlin in regard to reinvestment of the Emma L. Sprague Library Funds.

The following action was taken on the above items:

1. Voted: That the Trustees accept Mrs. Sanborn's resignation with regret and that a letter be sent to her expressing appreciation for her outstanding work as Head of the Young People's Department for the past eighteen months.

2. Voted: That the Directors of the Arlington Boys' Club, Inc. be allowed to meet at the Robbins Library for their Board meetings during the coming year beginning on Tuesday, May 9, 1961. Boys' Club Board

3. Voted: To make payment of $399.96 to Contractor Michael Racioppi for "Extras" as soon as this request has been approved by the Town Manager.

4. Voted: That the Librarian be instructed to file the application for State Aid with the Massachusetts Board of Library Commissioners, accepting State Aid for one year. State Aid

5. Voted: Upon motion of Mr. Brosnan, that the Town Treasurer be instructed to reinvest the funds of the Emma L. Sprague Library Fund, totaling $15,000. in a Savings or Cooperative Bank and, if at all possible in one of the banks in the Boston area which is now paying interest of 4%, or, if this not possible, 3 3/4%.

Sprague Fund

It was also voted: That the Chairman send a letter of appreciation to Mr. Troiano for his interest and cooperation while a member of the Board

Remodeling

While the Board was in session, Mr. Tobiasson of Korslund, LeNormand & Quann, sent in a request for a brief conference with the members in regard to the next steps to be taken in the remodeling program. He was invited in to the meeting and after some discussion it was voted, upon motion of Mr. Washburn, "that Mr. Monahan be requested to notify the architect to prepare specifications immediately for the smoke screen at the head of the stairs, and for the ventilation and heating of the new music, art and print room (gallery) as well as for the area ways and the removal of the inside wall of the present music room wall." It was also voted, "that separate specifications be prepared for the installation of the stack area."

Spec. for Gallery

The Librarian reported that Mr. O'Hara had made arrangements to paint the Print Room and install shelving. He regretted that he could not supply a carpenter to dismantle the existing cases but agreed to have men available to move them after the boxes of prints had been removed.

Voted: Upon motion of Mr. Washburn, "to hire four college boys at $1.25 per hour, starting Wednesday, March 29, 1961, to move the prints under the supervision of Mr. Hilton, the cost to be taken from the Robbins Print Fund."

Voted: Upon motion of Mr. Washburn, that a carpenter be hired to work with the Board of Public Works men in moving the cabinets from the Print Room to the gallery, payment to be made from the Robbins Print Fund.

Moving Cabinets

Voted: "That the Librarian contact the Town Manager in regard to securing temporary liability insurance for these men." It was suggested that perhaps a rider could be attached to the policy covering the Robbins Print Collection, and could be obtained through Mr. O'Reilly.

National Library Week

Mr. Washburn reported that 721 tickets for the National Library Week Program had been sold to date with 75 tickets held by 7 people still unreported. After some discussion it was voted to insert an ad in the local papers this coming week and to place a story in the Boston papers the following week. It was felt every effort should be made to give the people of Arlington the first opportunity to buy tickets before throwing them open to the out of town people.

The Librarian reported that Mr. Hoyt had succeeded in getting Graham Winslow, President of the Massachusetts Council for Public Schools, Inc., to speak for five minutes in regard to the importance of School Libraries if the Trustees wished to have him. Mr. Spaulding and Dean Keppel of Harvard, were both willing to speak but expect to be out of town at that time.

Graham Winslow

Voted: To have Graham Winslow give a five to seven minute talk on School Libraries on April 12, 1961.

Friends of the Library

Plans for the Reception to be held in the Reference Room after the Program were discussed. Mrs. Spengler and Mrs. Yood are making arrangements with the caterer and invitations will be handled by Mrs. Spengler and the Librarian.

Reception

A letter to be sent to the friends for a meeting on April 8, presented to the Trustees by Mr. Washburn, was approved and the Librarian directed to have copies sent to all committee members.

Water in Work Areas

The Librarian pointed out the need for water in the new Technical Services area where the processing of books is done. Mr. LeBlanc estimates the cost at $375.

Voted: That Mr. LeBlanc be authorized to put a lavatory in the new Technical Services room at the same time that he installs the one in the Music work room; the cost not to exceed $375. to be paid from "Building and Grounds" budget.

Lavatory

Personnel

The qualifications of Miss Susan Day who has applied for the position of Young People's Librarian were reviewed. Miss Day was interviewed by Mrs. Spengler, Mr. Brosnan and Mr. Washburn, following the Friends of the Library Meeting on Saturday, March 25, 1961. She made a very favorable impression. In 1958 she was graduated from Sweet Briar College, Virginia, and accepted a position in the Columbia Branch of the New York Public Library in October of the same year. While in New York, Miss Day studied at the Union Theological Seminary mornings, working from 12:30 to 9, Monday through Friday each week. In January 1960, she accepted a teaching job near her home in Richmond, Virginia and is presently teaching. She plans to be married in June. Her fiance who is studying for his doctorate has been awarded a fellowship grant for three years. This grant also provides for the wife's tuition toward an advanced degree. Miss Day is therefore planning to get her Master's in Library Science.

Miss Day

As the daughter of an Annapolis man, Miss Day has traveled extensively and has lived in such places as Japan, California, etc. Her references are outstanding. As a background of teaching is desirable for a Young People's Librarian, and as Young People's Librarians are very scarce, it was voted upon motion of Mr. Brosnan, "That Miss Day be offered the position of Young People's Librarian at the minimum

step of LS 5, this action subject to the approval of the Town Manager."

The date of the next meeting was set for May 1, 1961.

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 1, 1961

The Board of Trustees met for its regular monthly meeting on Monday evening May 1, 1961 at 7:30 in the Junior Library. Mrs. Spengler, Mrs. Yood, Mr. Brosnan, Mr. Washburn, and the newly appointed Trustee, Mr. Robert Uek and the Librarian Judith E. Stromdahl, were present.

Mrs. Spengler welcomed Mr. Uek and expressed the hope that he would enjoy serving the Town in the capacity of library trustee.

The minutes of the last meeting were read and accepted as presented.

Before proceeding with the regular business of the evening, the trustees conferred with Mr. Tobiasson of Korslund, LeNormand, Quann, Inc., in regard to the alterations planned for the gallery and stack areas. After some discussion the following details were agreed upon:

1. Mr. Reilly of Estey is to be notified that the shelving layout on the first stack level is to be changed back to the original plan with passage ways at both ends instead of in the center. As a result of this decision, only one arch opening will be ramped for entrance into the present music room and guard rails are to be erected along other arch openings until alterations are completed. If funds are found to be available, shelving or cases will then be placed along other open areas. Shelving

2. The question of removing the entire wall above the arches was discussed and is to be studied by the architect for satisfactory solution.

3. It was decided that lighting of the new stack area is to be included in the contract, the lighting to be of fluorescent type. It was generally agreed that lighting in the present stack area is obsolete and will have to be changed at a later date when funds are available. Lighting

4. It was agreed that no painting was to be included in the specifications.

5. Shelving in the new Music and Art Department is to be of oak to match existing furnishings.

6. Specifications for bids are to include heating, ventilation, lighting, and smoke screen in the gallery area (with an alternate bid for covering the floor with plywood and Vinyl tile) and removal of wall in the mezzanine area. Spec.

7. The trustees agreedto purchase a heavy duty Moulton ladder, 16' in length for the elevator service area. Mr. Tobiasson said he would have it properly equipped with necessary hardware. Ladder

Mr. Tobiasson left at ten o'clock after which the trustees proceeded with the regular business. Correspondence included the following:

1. A letter of invitation to the Board members to attend the next meeting of the Charles River Library Club to be held in the new addition of the Needham Public Library on May 11, 1961.

2. Notification from Mr. Francis Kenney, President of the Arlington Boys' Club that its Directors are to be allowed the use of one of the buildings during construction of the new building and so will not need to hold Board meetings at the Robbins Library.

3. Letter from Mrs. Susan Day accepting position of Young People's Librarian.

4. Letter from Mr. Coughlin reporting that he had deposited fifteen thousand one hundred eighty-seven dollars and fifty cents ($15,187.50) in account #T224448 of the South Boston Savings Bank to the credit of the Sprague Library Fund as previously instructed by the Board of Trustees.

Painting Contract

Action taken informally by the Board on April 24, in regard to bids on painting of Dallin Library was confirmed upon motion of Mr. Washburn, that the contract be awarded the low bidder, Ronald L. Albert, 154 Park Avenue, Arlington, whose bid was $1,167.00, $650.00 to come from the 1960 Capital Outlay appropriation, $300.00 from 1959 Capital Outlay Painting carry over and $117.00 from Building and Grounds appropriation.

Furnishings - Catalogue Room

Furnishings for the new Catalogue Department, including desks, chairs, book trucks, filing cabinets, and adding machine, were discussed and upon motion of Mr. Washburn it was voted "that specifications for the seven items of equipment needed for the Catalogue Department be prepared for bid in cooperation with the Town Purchasing Agent."

Friends of Library

As requested by the Friends of the Library, the Board discussed the form and direction which the Board would like the Friends Group to take. It was decided:

1. That a statement of purpose should be prepared by the Board of Library Trustees.

2. That a trustee, not the chairman, should act as Chairman of the Friends of the Library.

3. That the Friends of the Library as a group should be informally organized with a Chairman and Treasurer and that they should be kept informed on library matters and be called to meetings when necessary.

These ideas are to be included in a letter to be sent by the Board to all members of the Group.

Mr. Brosnan, supported by the other members of the Board, commended Mr. Washburn and his committees for their outstanding job in handling, arranging and carrying out the program in recognition of National Library Week.

Mr. Washburn moved that an expression of appreciation for the cooperation of the Town Manager, Board of Selectmen, School Department, Friends and all who helped in promoting the National Library Week observance be spread on the records.

Financial Report

At the request of the Friends of the Library a financial report for the National Library Week Program was presented by Mr. Washburn. It was voted to attach said financial report to the minutes of this meeting, the first to be held following this event.

Voted: To use the Library Trustees Investment Fund to pay expenses incurred for the Evening, including the Reception and $350.00 balance due the speakers.

Parking Area

Parking Area

To prevent embarrassment to Trustees or personnel it was voted to request all Staff members to report any parking incidents involving the Staff, to the office.

Elevator

Voted that the elevator should not be used by the public for stack purposes until remodeling is entirely completed.

The date of the next meeting was set for Monday evening, June 5, 1961.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
Board of Library Trustees

(COPY)

BID ON PAINTING EXTERIOR & PART OF INTERIOR OF DALLIN BRANCH

Friday, April 21, 1961
10:00 A.M.

Company	Total Price
ck#1973	
Ronald L. Albert 154 Park Avenue Arlington, Massachusetts	$1,167.00
Number of working days - 20	
Alternate "A"	$ 872.00
Number of working days - 15	
ck#4310	
The Kenney Company 11 Prescott Street Arlington, Massachusetts	$1,180.00
Number of working days - 30	
Alternate "A"	900.00
Number of working days - 30	
ck#2658	
Melchiono Painting Co., Inc. 12 Benmore Street Medford, Massachusetts	$1,260.00
Number of working days - 30	
Alternate "A"	$1,100.00
Number of working days - -	

Bid advertised by circular letter under date of April 13, 1961
Bid opened by James L. Sullivan, Assistant Purchasing Agent
Recorded by W. Cannell
Witnessed by Mr. Ronald Albert

FRIENDS OF THE ROBBINS LIBRARY

FINANCIAL REPORT

on

"AN EVENING WITH EMILY KIMBROUGH AND CLEVELAND AMORY"

April 12, 1961

ASSETS

Total Cash Deposits (Arlington Nat. Bank)	$1191.45		
Cash Expended:			
1. Custodial Fees		$27.00	
2. Police Fees		22.50	
Total Cash Income			$1240.95

LIABILITIES

Less: Check expenditures

1. New England News	$ 85.65
2. Arlington News	15.00
3. Arlington Advocate	12.00
4. Arlington Herald	12.00
5. Chester A. Little Co.	123.00
6. W. Colson Leigh	850.00
7. Additional Custodial Fee	5.00
8. Chester A. Little Co.	28.00
	$1130.65

Total Cash Deposits	$1191.45	
Less: Total Checks Drawn	1130.65	
NET CASH BALANCE, CHECKING ACCOUNT		$ 60.80

Reconciliation

Checks expended	$1130.65
Cash expended	49.50
Balance on hand	60.80
	$1240.95

Respectfully submitted,

(signed)
John W. Reilly, Treasurer

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 14, 1961

The Board of Trustees met on Wednesday evening at 7:30, June 14, 1961 in the Junior Library. Mesdames Spengler and Yood, Messrs. Brosnan, Uek and Washburn, and the Librarian, Judith E. Stromdahl were present.

The minutes of the last meeting were accepted as presented.

Correspondence consisted of the following:

1. Letters of appreciation from representatives of District 13 of Little League and the Boston Chapter of the Red Cross for use of the Junior Library Hall.

2. Copy of a letter sent to Mr. Monahan, Town Manager by Mr. H. J. Korslund of Korslund, LeNormand & Quann, Inc., advising him that final inspection of the work performed by Michael Racioppi indicated "that all work had been performed in accordance with plans and specification", and suggesting that the date on the certificate of acceptance of the elevator be changed from May 12, 1961 to May 25, 1961.

3. Letter to Mrs. Spengler from Mr. Monahan informing the Trustees that Michael Racioppi, General Contractor had completed the work according to the plans and specifications and that the date for final acceptance of the elevator had been set "as of May 25, 1961."

Date
of
Elevator

4. A letter to Mrs. Spengler from the Town Manager requesting information in regard to possible resumption of Story Hours and Film showings at the East Branch.

5. A letter from Richard J. Sullivan, Chairman of the Board of Library Commissioners, Commonwealth of Massachusetts, stating that "the Robbins Library service in 1960 met all the minimum standards promulgated by the Board and had been duly certified for a state grant of $10,490.13."

6. A communication from the office of the Town Clerk directing the attention of the Trustees to a number of Acts of 1961 passed by the General Court.

In regard to the Story Hours at East Branch, the Librarian reported she had contacted Mr. Street, the agent for the adjoining building for possible use of the vacant store next to the Branch for program purposed. Mr. Street notified the Library that the store could be used on Saturday mornings for $10.00 per session until such time as the store is rented. After some discussion Mr. Uek offered to check the store to see if it is suitable for library purposes and if so, to approach the owner for possible free use. If this proves to be impossible, the Trustees agreed that the only other alternative is to request emergency funds, either for rental or for making necessary ventilation improvements in basement at East Branch. The Librarian was instructed to send a reply to the Town Manager's letter.

Story
Hours
East
Br.

Reports included the following:

Building & Grounds

1. The Librarian reported that Mr. Grein had requested the Trustees to requisition an additional $1500. for Kenifick Bros. to continue the pointing of the building.

2. She reported that bids for desks and file for the Catalogue Department had been awarded to Business Equipment and that the table would be furnished by Art Metal.

Miss Stromdahl mentioned that Bernice Dodge had expressed her pleasure at the use made of the money left to the library by her father, Henry Dodge and requested that a duplicate copy of the letter sent to her by the Trustees by sent to her brother, Dr. Donald T. Dodge, of San Antonio, Texas.

Upon motion of Mrs. Yood, it was voted that two plaques be purchased - one to be placed in the Junior High Corridor in recognition of the Dodge gift and one placed near the elevator recognizing the gift from Nathan Pratt.

School Libraries

The Librarian reported that the Director of Reading of the Winchester School Department had visited all the elementary School Libraries in Arlington and had expressed the hope that a similar program might be established in Winchester.

The Librarian also reported that the new librarian of the Fitchburg Public Library and the Children's Librarian of the Fitchburg Youth Library had spent the better part of one day studying the elementary School Library Program in Arlington and had visited seven of the libraries with Mrs. Toohey and Miss Stromdahl.

Landscaping

Mrs. Spengler reported that she had requested Mr. Robbins of Frost & Higgins to do a plan for the library grounds and to submit an estimated cost for such a project.

Remodeling Items discussed and action taken were as follows:

1. Tiling for hallway outside the new Catalogue Room.

It was agreed this should await completion of Gallery Area.

2. Key for elevator.

Voted: Upon motion of Mr. Washburn, to instruct Mr. Alcorn to install a control key in the elevator to keep the general public from the basement area. The cost of this change has been quoted as $35.00.

3. Window fans for new Catalogue Room and Work Room.

Voted: To purchase window fans for designated areas.

4. Shades - Reference Room

Miss Stromdahl presented an estimate, submitted by Mrs. Reingold, for shades for the Reference Room windows and arches. Total cost amounted to almost $400.00.

Inasmuch as only $150.00 has been budgeted for this purpose it was agreed this item would necessarily have to be postponed for the present.

Friends of the Library

Mr. Washburn was unanimously elected to continue to serve as Chairman of the Friends of the Library Group for the ensuing year.

After some discussion, upon motion of Mr. Washburn, the following statement of purpose was voted.

"The purpose of the Friends of the Robbins Library shall be to help promote the interests of Robbins Library: to meet at the request of the Trustees, to cooperate with them in matters relating to the welfare of the Robbins Library, to encourage gifts and endowments and to support the extension and improvement of library services and programs, rescources and facilities."

A possible activity in the form of a Book Fair during Book Week which could involve the Friends of the Library was discussed. The Librarian was instructed to make tentative reservations with the Town Manager for the Town Hall for the week of November 12-18, 1961 for this purpose.

Curator - Print Collection

The question of employing another part time Curator for the Print Collection was discussed. A Miss Ellen Wiese of 31 Madison Street, Cambridge has been recommended by Prof. Rosenberg and also by the former Curator, Mrs. Nancy Houghton Browne. The Librarian was directed to write to Miss Wiese and tell her that the Trustees are interested in her application and suggest that she contact the Librarian again in early September when she will know more definitely when the Art Print and Music Room, now being remodeled, will be ready for use.

State Aid

The question of the Grant of $10,490.13 from the State for Library sefvices was discussed and it was agreed that the Board should discuss this matter with the Town Manager. Miss Stromdahl was requested to secure an appointment with him for the Board on Monday afternoon, June 19, at 4:30 o'clock, if possible.

Personnel

Mrs. Yood requested that the Board confirm the appointment of Mrs. Doris Schermerhorn to the position of School Librarian replacing Mrs. Jane Palais who was forced to resign in May for health reasons. Mrs. Schermerhorn is a graduate of Boston University and has taken courses at Simmons School of Library Science, has worked in the Boston Public Library for eleven years and comes highly recommended. The Trustees voted to confirm her appointment at a yearly salary of $4,934. Mr. Monahan has already approved the appointment.

Apptmt
Mrs.
Schermerhorn

The next meeting was set for Tuesday, August 8, 1961.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

August 8, 1961

The Trustees of the Robbins Library met on Tuesday evening, August 8, 1961 in the new Catalogue Room of the Library at 7:30 p.m. Mesdames Spengler and Yood, Messrs. Washburn, Uek, and the Librarian were present.

The Secretary's report was accepted as presented.

Correspondence consisted of a letter to Mrs. Spengler advising the Board of the reappointment of Mr. Brosnan for a three year term expiring July 6, 1964, and a letter from Mr. James L. Sullivan enclosing a copy of the contract between the Town and Ronald L. Albert for painting the exterior of the Robbins Library for the sum of $1,130.00; of this amount $1,000. is to be paid from Capital Outlay Funds and the remaining $130. from Building and Grounds.

Mr. Brosnan reappoint.

Painting Contract

The Librarian reported that no further work had been done on the pointing of the building after the Junior Library addition had been completed. $3,000. had been encumbered for this area leaving a balance in the Major Repairs Fund of $4,084.87 to be applied to the Main Building. The Trustees expressed the hope that this work would be continued promptly and asked the Librarian to approach the Town Manager in this regard.

Pointing of Build.

The Librarian also reported that the Public Works had practically completed the work assigned to that Department at an estimated cost of $3,180. for labor, stock and materials.

Public Works

Mr. Uek reviewed his findings in reference to the store(next door to the East Branch) which earlier had been suggested for story hour programs. Mr. Uek reported only one available exit existed making the store a fire hazard, said it was too small and totally unsuited for library purposes. Some discussion as to possible temporary arrangements for fall story hours was held but the matter was tabled for the present.

East Story Hours

Mrs. Yood mentioned briefly the meeting of the Metropolitan Boston Regional Advisory Council which was held on June 25, 1961 at the Brookline Public Library and to which Chief Librarians and Trustees had been invited. Mr. Lord of the Boston Public Library outlined a suggested plan for putting into effect in the Metropolitan Boston Region the regional library program provided for in Sections 19C and 19D of the recently enacted State-Aid-To-Libraries legislation (Acts of 1960, Chapter 760.) This plan had not been acted upon by the Commissioners of the Division of Library Extension, Department of Education, but had been worked out by the Executive Board of the Metropolitan Boston Regional Advisory Council.

State-Aid

M.B.R. A. Council

The Librarian was requested to compile information on the State Aid Program to be presented to the Board at a later date.

The Librarian was requested to compile information on the State Aid Program to be presented to the Board at a later date.

Book Fair in Spring

The Librarian reported that as requested, she had reserved the use of the Town Hall through Mr. Monahan for the week of November 13-18, 1961 for a possible Book Fair. After some discussion it was voted to invite the Friends of the Library to a meeting to be held either on September 16 or September 30, 1961 to discuss their participation in such an event during National Library Week in the Spring. In the light of the remodeling program now in effect, the Trustees felt that it would be unwise to plan such a major event for the fall and suggested postponement until the Spring.

Telephone service

With the expansion of the facilities at the library, putting into operation new areas not before used, additional telephone extension will be necessary. As the present intercom system will also have to be expanded, Mr. Morrissey of the Telephone Company had been requested to make a survey of the problem and present his report at this Board meeting.

Telephone system

Mr. Morrissey felt that a combination telephone and intercom system should be installed, and that another line should be added to the two general lines. The additional cost would be approximately $400. per annum. The Trustees asked Mr. Morrissey to put his recommendations in a letter and voted that Mrs. Spengler and Miss Stromdahl should contact the Town Manager for his approval.

Mr. Tobiasson who met with the Board at nine o'clock reviewed and analyzed the bids which had been received. Copies are attached.

Contract

Voted: that the Town Manager be requested to enter into contract with Donald Manzelli of Arlington for $19,880. this being the lowest base bid, accept alternate #1 for $1,500.00 and alternate #2 for $600. and reject alternate #3. To accept the lowest responsible and acceptable bid on heating, ventilating, and electrical work and adjust the contract accordingly.

Equipment needs for the Music and Art Department and Young People's Department were studied, and Library Trust Fund totals as given to the Librarian by the Town Treasurer, and Capital Outlay appropriations were reviewed. The Librarian was requested to itemize all trust fund expenditures relative to the remodeling project, and to list all expenditures which have been voted to be taken from trust funds.

Miss Luz Posada S.A.

Mrs. Yood presented the name of Miss Luz Posada of Colombia, S. A., who has been recommended to serve in the United States as an exchange librarian. Miss Posada is a graduate of the Inter-American Library College and has had extensive experience in the library field in South America. As a point of interest, Miss Posada's sister has been employed in the U. S. Consulate for ten years and has recently been decorated by the State Department. Her father is a professor of Geology at the University of Medellin.

Miss Katharine Lyford of the Boston Athenaeum is personally acquainted with the Posadas and speaks in most enthusiastic terms of the whole family. According to her Miss Luz Posada is a dynamic attractive, unusually able girl. Miss Stromdahl reported that the Town Manager had given his approval of Miss Posada's appointment to the staff with the provision that she not be given a key position until she proves herself to be qualified and satisfactory. The Trustees voted to offer Miss Posada a job on the professional staff at the yearly salary rate of $4,498.00 (LS 4-Max). If she later qualifies, she will be placed in the LS 5 category. Miss Posada

Mrs. Yood also presented the name of Carol Parad to replace Mrs. Linda Johnson whose health caused her to terminate her work in the Catalogue Room after a brief three weeks. Miss Parad, (to be married this month) is a Boston University graduate and has worked in the College and Boston Public Libraries. According to Miss Edith Knight of the B. U. Library, Miss Parad is extremely efficient, hard working, conscientious, stable, punctual, neat, attractive, both physically and personality-wise and is highly recommended. The Trustees voted that Mrs. Yood and the Librarian be empowered to hire Miss Parad if she is interested in coming to Arlington.

The Trustees voted to meet for a special meeting next Tuesday evening, August 15, at 7:30 p.m. The next regular meeting is scheduled for September 12, 1961.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

September 12, 1961

Mr. Washburn elected Chrmn.

The Board of Trustees held its regular monthly meeting on Tuesday evening, September 12, 1961 at 7:30 in the Junior Library. Mrs. Yood, Messrs. Brosnan, Uek, and Washburn and the newly appointed trustee, Mrs. Maud Thompson, together with the Librarian, Miss Judith E. Stromdahl, were present. In the absence of Mrs. Spengler who had been serving as Chairman and who, in July, regretfully refused reappointment to the Board, the meeting was called to order by the secretary who also conducted the election of a new Chairman for the ensuing year. J. Milton Washburn, nominated by Mrs. Yood, was unanimously elected.

Regular Meetings

In accepting the Chairmanship, Mr. Washburn suggested that perhaps during this period of remodeling it might be better for the Board to meet more often than to have such late meetings, that a special effort should be made to start meetings promptly at 7:30, or if this is impossible, to change the time of meeting to 7:45 or 8 o'clock, and that the meeting should be held at a regularly specified time each month so that Board members can arrange their own schedules around this date. The recently adopted policy of meeting the second Tuesday of each month was agreed upon.

The minutes of the last meeting were accepted with the following additions:

Story Hours East

1. Re the proposal to use the Crosby School for the Children's Saturday morning programs which presently cannot be carried on at East - it was felt such action would not be a satisfactory solution. Additional staff would be necessary and the main purpose of the activity, to acquaint the children with the library and introduce them to its books, would not be realized.

Catalog Position

2. Re the cataloguing position now open, - Miss Stromdahl reported that the Town Manager has given his approval to advance the position from LS 3 to LS 4 if necessary in order to secure a qualified person.

Correspondence, with action taken, included the following:

Mrs. Spengler

1. A letter from Mrs. Spengler expressing appreciation for the years of association with the other Board members in the interests of the library.

Voted: That the Secretary prepare a letter, to be signed by all Board members, expressing their appreciation of Mrs. Spengler's valuable service during the past six years, regret that she found it impossible to accept reappointment to the Board, and the hope that the Board might take advantage of her experience and knowledge as opportunity allows.

2. A letter from Anton Kovar offering to loan his Thoreau Collection to the Library and suggesting that the Trustees might acquire this collection through purchase at a later date.

Voted: That the Secretary acknowledge the letter, accept the offer to exhibit the collection, and discuss acquisition through donation or purchase at a later date.

3. A communication from the Payne Elevator Company suggesting a monthly inspection service on the recently installed Passenger Elevator at the rate of $13.00 per month.

Voted: That the Librarian should consult the Town Manager on this matter.

4. A letter and questionnaire from the Massachusetts Division of Library Extension in regard to the State Aid monies allocated to Arlington under the new law passed last November. As the intent of the law is to aid libraries, the State Library Agency is conducting a survey to find out how many communities are making this money directly available to its libraries and to determine what action is to be taken if these funds are not being used as intended. State Aid

Voted: "To approve the questionnaire as filled out by the Librarian." It was also voted "to send letters to Mrs. Genevieve Galick of the Division of Library Extension, Mr. Richard Sullivan, Chairman of the Board of Library Commissioners, State Legislators representing Arlington and Representative Kaplan, who sponsored the bill recommending that a change be made in the bill to ensure that these funds are made available to the libraries over and above their regular budgets in the future. State Aid

5. A letter from Donald M. Manzelli stating that the price for sanding the hallway areas and installing 1/8 inch Vinyl Asbestos floor tile with the necessary edge stops would be $137.

Voted: "To have Mr. Manzelli install 1/8 inch Vinyl Asbestos floor tile as proposed in his letter of September 5, in the hallway areas on the 2nd mezzanine floor at a cost of $137.00. Vinyl Asbestos

6. A letter from Luz Posada of Bogata thanking the Trustees for the letter she received in regard to a possible position on the professional staff of the Robbins Library and expressing her interest in coming to the United States. Miss Posada

Action - The Librarian was authorized to write to Miss Posada advising her that the Robbins Library has a position on the professional staff which is vacant and open for her acceptance.

7. A letter from Mr. Leo Morrissey of the New England Telephone & Telegraph Company, stating that the increased monthly cost for the four lines serving 12 stations recommended by him would be $87.65 (a difference of $41.15 per month.) N.E.Tel.

Telephone

Action: The Librarian was instructed to call Mr. Coit of the local office and ask him for a more detailed estimate with specific recommendations and the saving which could be realized by installing 3 lines instead of 4.

Architect

Stack Area

Mr. Tobiasson, who had asked permission to attend the Board Meeting, was given the opportunity to review a number of changes in the stack area plans, changes made necessary to secure the amount of aisle space needed in the proposed new stack area. The Board members approved these changes, after which Mr. Tobiasson accompanied the Board members on a tour of inspection to check the progress of the work to date. In the gallery area he asked for a decision in regard to the finish to be applied to the newly installed book cases.

Voted: To match the existing cabinets as closely as possible.

Voted: To request Mr. Manzelli to have the electrical work completed before the shelves are finished as fluorescent lights give a different effect to the appearance of the furniture.

Finally, Mr. Tobiasson reported that Specifications for the stacks had gone out for bidding and were due back on Thursday, September 28, 1961.

Remodeling Reports

The Librarian reported on changes made to date as a result of the remodeling work.

1. The Catalogue Department moved to its new quarters, complete except for one work table and telephone.
2. The office secretary installed in her new quarters.
3. The Young People's Department transferred to the former Catalogue Room - tables and chairs lacking.
4. Basement work rooms reorganized.
5. Browsing area, formerly the Young People's Department, in process of reorganization - in need of furniture.

The Librarian also reported that as the contractor was planning to complete the steel work on Friday, the stacks would be closed to the public all day.

Personnel

Mrs. Yood reported no progress in securing an assistant for the Catalogue Department. A Miss Ann McLeod, School Librarian of the John Chavis High School, Cherryville, N. C., had been interviewed for the position open in the Catalogue Department, and had been a most personable applicant, but as her recommendations were not unani-

Personnel (cont.)

mously good, the Trustees concurred that she should not be hired.

The Librarian reported that the five School Librarians together with the Supervisor of Children's Library Activities and the Librarian had been invited to, and attended, the general meeting of all the teachers in the Arlington Schools at the Lowe Auditorium on September 6, as well as the get acquainted Tea which followed. School Librar.

Old Business

The date for the Friends of the Library meeting was set for Saturday morning, October 30, 1961.

The Librarian was directed to change the reservation dates at Town Hall for the Book Fair from the Fall to the Spring during National Library Week. Book Fair

New Business

Voted: To purchase 20 chairs at the quoted price of $33.00 per chair and 2 oblong tables at approximately $150-$175. each from Sjostrom Company, the money to be taken from the Library Investment Fund. Furniture

The Librarian was requested to have cost figures for, and if possible, samples of, furnishings for the Browsing area and shelving and furniture requirements for the new Music & Art Room for the next Trustees' meeting.

Voted: To purchase window shades for the Dallin Branch auditorium as the present shades are both badly torn and stained. Shades Dallin

The meeting was adjourned at 11:35 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 28, 1961

The Board of Trustees held a special meeting on Thursday evening, September 28, 1961 in the Junior Library at 7:30 p.m. Messrs. Washburn, Brosnan, Uek, Mesdames Thompson and Yood and the Librarian, Judith E. Stromdahl, were present.

Committees named

The minutes of the last meeting were accepted as prepared after which the Chairman appointed the following committees of one to serve during the next year. Personnel - Mrs. Alfred Yood, Library Trust Funds - Mr. Robert Brosnan, Friends of the Library - Mrs. Maud Thompson, Building & Grounds - Mr. Robert Uek, Elementary School Libraries - Mrs. Maud Thompson.

Old Business

Adding Machine

Voted: "That the new adding machine be paid for from Library Funds."

Telephone

Telephone

As Mr. Morrissey of the Telephone Company has not furnished the Board with the information it desired - a survey and study of the Robbins Library telephone system with recommendations if an additional line is needed - Mr. Washburn volunteered to contact Mr. Coit of the Arlington office and ask for his cooperation.

Friends of the Library

Friends of Library

Arrangements for the meeting to be held on Saturday morning, September 30, 1961 were discussed. The object of the meeting is to find out if the Friends are interested in holding a Book Fair during National Library Week, April 8, 1962, or if they prefer to present some other type of program during the week. The Librarian was requested to ask Miss Hodges to serve as recording Secretary for the meeting and to ask Miss White, Music Librarian to give her long delayed ten minute talk before the group.

Elevator

Mr. Washburn reported that he had talked with Mr. Monahan in regard to monthly elevator inspections and that Mr. Monahan had strongly advised the Trustees to contract for such service. Voted: To enter into an agreement with the Payne Elevator Company for monthly inspections at $13. per month for a period of one year.

Gallery Cases

Voted: To have cases in gallery stained according to sample #1073 (walnut), one of the colors submitted by Mrs. Hooper of Sjostrom Company.

Furniture

Furnishings for the gallery area were discussed. Mrs. Yood, Mrs. Thompson and the Librarian were requested to make a further study of the needs and secure detailed specifications for shelving requirements as well as for furnishings for the October 17 meeting.

Tile

At the request of the contractor, the Board selected the floor tile for the gallery. Sample #964 was unanimously approved.

Lighting Hall

The Trustees examined the lighting plans for the Library Hall and adjacent areas as submitted by Mr. Donnelly of the Boston Edison.

Lighting

Voted: To accept the lighting program as presented by Mr. Donnelly of Boston Edison Company with the addition of new fixtures in specified areas in which no lights were indicated in the plans.

Voted: After consultation with Mr. Donnelly in regard to the additional fixtures, the plans were to be given to Mr. Reed and put out to bid.

Stacks

Voted: That the bid of $6025. received from Estey Corporation for installation of stacks be accepted and referred to the Town Manager for action.

Library Halls

A request from the Skeedaddlers Club to use the Dallin Hall on Tuesday evenings was considered and after some discussion permission was granted. The Board voted to review the rules regulating the use of the Library Halls and requested the Librarian to send copies of the rules to each Trustee together with a list of the organizations using the halls.

N.E.L.A.

The program for the New England Library meetings was presented. Mrs. Thompson and Mr. Washburn and possibly a number of others agreed to attend the Trustees session on Saturday morning.

The date of the next regular meeting will be October 10, 1961 and this will be followed by a special meeting on October 17, 1961.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 10, 1961

The Trustees of the Robbins Library met in special meeting on Tuesday evening, October 10, 1961, in the Junior Library Hall at 7:30 p.m. Those present included Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn and the Librarian, Judith E. Stromdahl.

Minutes of the previous meeting were accepted as prepared.

CORRESPONDENCE

Correspondence included a letter from the Town Manager requesting library cooperation in preparation of a congratulatory letter and exhibit to be sent to the Town Hall Committee, Granada Hills, Mission Hills and Northridge, California, in care of Mr. Lloyd D. SETTle, Vice President, Sloan Company, Los Angeles 46, on the occasion of the dedication of the new Balboa Mission Town Hall.

Letter
California

Voted: To request Miss Stromdahl and her staff to prepare a proclamation and check for other available material which might be appropriate for the occasion and to forward such material to the Town Manager.

REPORTS

Mr. Uek reported that he had met with Mr. O'Hara and the Librarian to discuss the following items:

1. Painting of the new Music, Art and Print Room. Mr. Uek reported that Mr. O'Hara was most cooperative - said his men could do the job for $400. or less, that the job would take about two weeks, that the library was to let him know when the room would be ready for painting.

Painting
Music
Room

2. Pointing and repairing library steps. Mr. O'Hara agreed to have the stairs patched this fall to avoid any accidents and said a complete repair job would be done in the spring at a cost of not more than $200. The side walk in front of the library stairs is the responsibility of the Public Works Dept. Mr. O'Hara told Mr. Uek, and the necessary repairs would be authorized.

Library
steps

Mr. O'Hara also volunteered to bring in an experienced consultant, at no obligation to the library, to advise Mr. Uek how best to treat the front circular stairway badly scarred during reconstruction project, and the metal stack stairs which are worn and slippery and constitute a danger hazard.

TELEPHONE

The Librarian reported no action by the Telephone Company. She was directed to contact Mr. Morrissey and ask for prompt installation of the new phones.

FILM

Mr. Washburn reported that he had seen the new film "The Day the Books Went Blank" which has recently been prepared under the direction of the New England Extension Librarians in cooperation with the DePhoure Studios of Boston and was high in its praise. He suggested it be shown at the Friends of the Library Committee meeting to be held on Saturday morning, October 14, 1961. Film

Before the Budget was discussed it was voted "to approach Mr. Monahan requesting the use of State Aid Money to be used for the essential items for the newly constructed Music, Art and Print Room, plus new functional furniture for the Reference Room which total approximately $11,000." State Aid Money

The Librarian was requested to ask the Town Manager for an appointment for Friday afternoon, October 13, 1961, if possible.

The rest of the meeting was devoted to discussion of the budget. The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 17, 1961

The Board of Library Trustees met on Tuesday evening, October 17, 1961, in the Junior Library of the Robbins Library at 7:45 p.m. Mr. Washburn, Mesdames Thompson and Yood, Mr. Uek and the Librarian were present.

CORRESPONDENCE

Correspondence included a letter from Korslund, LeNormand & Quann, Inc., stating that the various structural changes which were necessary as a result of the improved layout for the bookstacks which was agreed upon by the Trustees and the architect, made a "change order" of $90.00 necessary.

Voted: That the "change order" be accepted and submitted to the Town Manager for approval for payment.

REPORTS

Mr. Washburn reported that Mr. James Sullivan had expressed the satisfaction of the Town Manager and the Selectmen with the congratulatory letter prepared for them to send to the Town Hall Committee for the New Balboa Mission Town Hall in California. The Trustees asked the Librarian to "extend to Miss Hodges their appreciation for the fine work she did "in preparing the letter."

Two views of the first meeting house where the first Town Meeting was held were shown and the Trustees chose the laminated one to be given to the Town Manager to be forwarded with the letter.

BUILDING & GROUNDS

Mr. Uek reported that he had met with Mr. Greim and the Librarian and had discussed the following items:

1. New screens for the windows of the Main Building - according to Mr. Capes, Head Custodian, those presently in use are the same ones that were in use when he came to work at the library in 1942. Mr. Greim recommended steel framed screens which will not warp. Screens

2. Storm windows for the new office area at the foot of the gallery stairway. It was suggested that Mr. Uek get in touch with Anderson Window Company, Inc.

3. Ceiling lights in the Reference which are causing annoyance to public and staff because of noisy hum - Mr. Matheson is to be asked to correct this condition.

4. Ventilation for windows in the Catalog Room.

5. Pointing of the Main Building - Mr. Greim agreed to contact Mr. Kennefick and request him to continue the pointing at once on a time-cost basis. Pointing

6. Junior Library stairs, which were badly discolored by some chemical when the men washed the building - Mr. Greim said he would contact Kennefick and have the men responsible clean the stairs. Stairs

7. Cleaning of gutters at both Dallin and the Main Library - A requisition is to be sent to Town Hall in November to have this work done by Mr. Kennefick. Gutters

A request from the Girl Scouts for permission to use the Library grounds for a special planting of green and gold in the form of a trefoil about 5 ft. in size in observance of the Girl Scout's 50th Anniversary in 1962, was submitted by Mrs. Rochelle Prescott of the Arlington Girl Scout Council through the Librarian. Mr. Monahan and Mr. Canty had already been approached and given approval of the project. Girl Scout Planting

Voted: "That the Girl Scout Council be given permission to use the library grounds for a special planting in 1962 in observance of the 50th anniversary of the Girl Scouts, with the provision that the flower bed be kept in bloom throughout the summer season and grass be replanted in the fall, the work not to fall on the library custodians."

PERSONNEL

Mrs. Yood presented the following recommendations for changes in the Classification and Pay Plan which she and the Librarian had prepared for presentation to the Personnel Board if approved by the Board. (See attached sheet)

The report was discussed thoroughly and the Board voted unanimously to present the recommendations to the Town Manager and the Personnel Board for action at the next Town Meeting.

BUDGET

The Board then turned its attention to the 1962 budget, work on which had been started at an earlier meeting.

The meeting was adjourned at 11:55 p.m. after the members agreed to meet again on Friday morning, October 27, 1961 at 9:30.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 27, 1961

The Trustees met in special session on Friday morning, October 27, 1961, at 9:30 in the Junior Library Hall to continue work on the 1962 budget. Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn, and Judith E. Stromdahl, Librarian, were present.

Mr. Washburn reported briefly on the Trustees meeting with the Personnel Board on Wednesday evening, October 25, 1961.

Mrs. Thompson reviewed briefly the plans finalized at the Friends of the Library Committee Meeting held on Saturday, October 14. She reported that a number of speakers had been mentioned and that letters were to be sent to twelve possibilities for information regarding availability, fees, etc.

Mr. Washburn proposed a "Get acquainted Tea" for the Trustees and the Staff.

Plans were discussed and the following decisions were made:

The Tea would be held on Sunday afternoon, November 19, 1961, from 4-6 p.m. Mr. Deasy would be asked to cater - the cost to be taken from Trust Funds. Miss Hodges would be asked to work with the Trustees in making arrangements and assuming responsibility for the Tea.

The following people were to be invited:

Staff members and their husbands, including School Librarians and Curator. Retired members - Miss Ruth Sampson and Miss Eva Smith. The High School Librarian, Mrs. Signe Hynson. Former Trustees and their husbands and wives. Custodians and their wives. Part time staff and high school pages (pages to be asked to serve as Junior Hostesses) The Town Manager and his daughter. The Selectmen.

The remainder of the meeting was spent on the budget. At noon it was agreed to adjourn and meet again on Tuesday afternoon, October 31, 1961 at 4 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 31, 1961

The Board of Library Trustees held its fourth meeting of the month on Tuesday afternoon, October 31, 1961 at 4 o'clock. As the Junior Library Hall was in use, the Board met in the Supply work room. Mrs. Yood, Messrs. Brosnan, Uek, and Washburn, and Judith E. Stromdahl, Librarian, were present.

Miss Carpenter

Mrs. Yood presented the name of Lucile Carpenter, a graduate of Middlebury College, Vermont, with graduate work in Social Service work at Smith College. Miss Carpenter has been assistant program Director for Y-Teens at the YWCA of Hartford, Conn., and has done a great deal of work with youth. Her recommendations have been excellent. The Trustees voted "To hire Miss Carpenter at a yearly salary of $4106. (LS 4 Step 1) to replace Mrs. Sanborn, Young People's Librarian. If Miss Carpenter takes the required number of library courses at Simmons and proves to be satisfactory, she is to be advanced to grade LS 5 and be given the title of Young People's Librarian "at the discretion of the Trustees upon recommendation of the Librarian."

Luz Posada

Mrs. Yood also reported that Miss Luz Posada had arrived from South America and had been assigned to the Circulation Department to fill a vacancy on the Professional staff in that department. The Board and the Librarian concurred in the Town Manager's opinion that Miss Posada should not be made a department head.

Mr. Washburn reported that the Friends of the Library Committee for National Library week, at their meeting on October 28, had selected Harry Golden, author of "only in America" for their speaker next April.

The Board then spent the remainder of the meeting in further consideration of the budget for 1962.

The meeting was adjourned at 6 o'clock. The next regular meeting is scheduled for Tuesday, November 14, 1961 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

November 14, 1961

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, November 14, 1961 at 7:30 in the Junior Library. Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Miss Stromdahl, were present.

The minutes of the meetings held in October were accepted with the following additions:

To the minutes of the October 17 meeting, the following comment should be inserted: "the meeting with the Town Manager, scheduled for Friday, October 13, 1961 was suddenly cancelled because the Town Manager was called away on urgent business." The Trustees felt it inadvisable to arrange another meeting at this time.

To the minutes of the October 27 meeting, a statement that the following Trustees, Mesdames Thompson and Yood, Messrs. Brosnan and Washburn, together with the Librarian, met with the Personnel Board on Wednesday evening, October 25, 1961, to recommend the changes in the classification and pay plan accepted by the Trustees at the October 17 meeting.

Personnel Board Meeting

CORRESPONDENCE consisted of the following:

1. A letter from Mrs. Dolores Cleland tendering her formal resignation from the part time staff. Mrs. Cleland has been on extended leave because of illness in her family.

Resignation Mrs. Cleland

2. A letter from Mrs. Prescott of the Girl Scouts assuring the Library Board that the trefoil garden would have proper care and would be planted with flowers the entire season.

Girl Scouts

REPORTS were as follows:

1. Friends of the Library: Mrs. Thompson reported that Harry Golden had been selected as the speaker for the National Library Week observance: that the Friends would meet on Wednesday, November 29, at 8 o'clock in the Junior Library Hall with Mrs. Alice Wallace of Fitchburg and Miss Barbara Ward of Medford as the speakers and Mr. Norris Hoyt as Moderator. The purpose of this meeting is to explore the possibilities of forming a more formal organization with officers, dues, etc. The expenses for refreshments for the evening are to be borne by the Friends.

Nat. Library Week

BUILDING & GROUNDS - Mr. Uek reported on the following items:

1. Action to solve pigeon nuisance.

Mr. Uek said the general consensus is that most treatments are effective to a degree, but none are permanent. However, Mr. Kennefick has suggested Nixalite, a stainless steel pronged strip which is fastened to buildings with pegs and is highly effective, guarenteed from 20-22 years. This is a costly procedure, but more or less permanent.

Pigeon Nuisance

BUILDING & GROUNDS (cont.)

2. Thermostat

New thermostats will cost $95. plus labor for installation.

According to Mr. Uek, the thermostat in the Main Lobby is a Museum piece which the Minneapolis Honeywell people would like to acquire.

3. Storm windows - Mr. Uek suggested that five storm windows were needed for areas not now supplied.

The following action was taken on the above - numbers 2 and 3.

Voted: Two storm windows - aluminum conbination - be purchased for the Secretary's office. Also two thermostats, money to be taken from Repair and Maintenance or from balance in Expenses account. Storm Windows

GALLERY

Mr. Uek explained that the rail and molding would have to be removed before shelves could be installed in gallery area.

Voted: To request Public Works Department to do this work.

Voted: To paint gallery walls the color applied by the Public Works painters to the new wall next to the fire doors and the ceiling #175 in the paint guide New Color Harmonies (Bluebell).

Voted: The cost of painting the gallery to be taken from the Trust Funds on Town Accountant's Books.

CORRIDOR AREA - 2nd Mezzanine

As some confusion seemed to exist in the mind of the tile man as to the area to be covered with tile, the Librarian was instructed to consult Mr. Manzelli and have him clarify the situation.

Voted: To cover entire floor with #C 159 Vinyl Asbestos Tile.

PERSONNEL

Mrs. Yood reported that Miss Lucile Carpenter's appointment had been approved by the Town Manager and that she had assumed her work in the Young People's Department. Lucile Carpenter

TRUSTEES' TEA

Arrangements for the Tea planned for November 19, 1961, in honor of the Staff and the Librarian who recently completed ten years of service with the Robbins Library were completed. Trustees' Tea

WARRANT ARTICLE

Preliminary discussion of the amount to be requested from Town Meeting to complete the three year program ensued. It was tentatively agreed that the following amounts would be needed.

Reference Room	$5,000.	Music Room	$6,000.
Catalog Cases	5,000.	Charging Desks	6,000.

Prices for furniture for browsing areas were to be secured for next meeting. It was suggested that Mr. Littlehale of C. B. Swift, Inc. be contacted by Mrs. Thompson for estimates.

The next regular meeting will be held on Tuesday, December 12, 1961.

The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 27, 1961

The Board of Library Trustees met in special session on Monday evening, November 27, 1961 at 9 o'clock, in the Young People's Department to reconsider the budget at the request of the Town Manager. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn and the Librarian.

Before considering the budget the following items were voted:

1. To approve payment of an additional thirty-dollars for laying of the vinyl tile on the corridor floor outside the Catalogue Department.

2. To hold the next meeting of the Board at the Dallin Branch on Tuesday evening December 12, 1961.

3. To close the library on Saturday, December 23 with the approval of the Town Manager. Christmas Closing

4. To authorize Mr. Uek to:

   a. Have the two thermostat clocks replaced.

   b. Check lights in reference room and have loud humming noise eliminated.

   c. Contact Mr. O'Hara regarding the painting and carpentry work in the gallery area.

   d. Arrange for storm windows for office at foot of gallery stairs and the Librarian's Office.

The funds for the above items are to be taken from "Building and Grounds" if available, otherwise from Trust Funds now on Town Accountant's books.

The Budget was then taken under consideration. After some discussion, the following proposal, made by Robert Brosnan, was seconded by Mrs. Thompson:

Moved, that under the heading of pages and college girls, the appropriation of $13,096.80 appearing in the budget be reduced to $10,780. broken down as follows: $1200. for college girls, and $9,500. for pages. This motion was defeated by a vote of 3 to 2, Mrs. Thompson and Mr. Brosnan voting in the affirmative. Reduce Amt. for Pages

It was unanimously voted that the appropriation request for salaries be reduced by $4,236. eliminating the position of Professional Librarian, Senior Grade, now listed as vacant, holding the library staff, exclusive of School Librarians at 26. Eliminate Position

It was unanimously voted to reduce the appropriation request for books by $2,000.

In the discussion of the budget, it was pointed out by Mr. Uek that a number of nonrecurring items were included, namely,

1. The cleaning of the building	$2,000.
2. Under building and grounds, the stairs, walls of the auditorium of the Dallin Branch, screens and a permanent installation to protect library from pigeons.	2,000.
3. Ventilation at East Branch	1,000.

Cuts in Budget

In the opinion of the Trustees, further cuts in the budget would necessitate serious curtailment of library services such as closing the library one full day each week.

Mrs. Thompson reminded the Trustees of the meeting of the Friends of the Library scheduled for Wednesday evening, November 29, at which Mrs. George Wallace, Chairman of the Fitchburg Library Board will speak.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 12, 1961

The Board of Library Trustees met at the Dallin Branch for its regular meeting on Tuesday evening December 12, 1961 at 7:30. Mrs. Yood, Messrs. Washburn, Brosnan, and Uek and the Librarian were present.

Dallin Branch

Before the meeting was called to order, Mrs. Helen Thompson, Branch Librarian, gave the Trustees a guided tour of the building pointing out areas which needed attention. The work at the branch has expanded to the extent that more space is urgently needed for both adult and children's services. The Trustees agreed that in another year the recommendations of the Humphrey-McNiff Survey suggesting that the auditorium be made into a children's room will have to be seriously considered.

Dallin Branch

The recently installed lighting in the auditorium is a vast improvement over the old lighting, but, as one of the Trustees remarked, it shows up the "awful" condition of the walls and ceiling. Replacement of shelving in the children's area and of one of the outside basement doors were also taken under consideration.

Mrs. Thompson expressed appreciation for what has been done to the building in the immediate past, namely, painting of both interior and exterior and new lighting throughout the building.

The meeting was called to order at 8:30. Minutes of the previous meeting were accepted as prepared by the secretary.

Correspondence included the following:

1. A letter of appreciation to Mr. Washburn on behalf of the Staff for the Trustees' Tea given on November 19, 1961.
2. A letter from Mr. Cameron, Principal of the Parmenter School commending the School Librarian, Mrs. Joan Lee on her handling of the field trips to the Book Fair.
3. A letter from the Henry George School of Boston requesting use of the library hall for a series of group meetings or seminars.
4. Two letters from the Town Treasurer, Francis A. Coughlin in regard to the Robbins Library Art Fund investments and the Thompson Library Fund.
5. A letter of resignation from Norma Herz of the Junior Library.

Action taken on the correspondence was as follows:

HEnry George School

The Librarian was instructed to write to the Henry George School advising the director that as the Junior Library Hall was presently being used by local groups to such an extent that it would be impossible to find any week day evening available for ten consecutive weeks. The Trustees were sorry that they could not grant this request.

Henry George School

Library Art Fund

Voted: "To authorize Mr. Coughlin to exchange the Robbins Library Art Fund investments now in U. S. Treasury 2 3/4% Bonds of April 1, 1975/80 in the face amount of sixteen thousand dollars for U. S. Treasury Bonds of 1990 in the same face amount paying 3½%." According to Mr. Coughlin "by the exchanges the Fund will be committing itself ten years longer than presently. It will be assured of an additional .75% income from 1962-80, and 3½% from 1980-90, however."

Library Art Fund Investm.

Thompson Library Fund

On January 1, 1962, U. S. Treasury Series G Bonds held by the Thompson Library Fund will mature in the amount of two thousand dollars ($2,000.)

Thompson Library Fund

Voted: To authorize Mr. Coughlin to reinvest "the funds in a savings or co-operative bank paying a 4% return, or in whatever manner it deems best."

Resignation

Voted: To accept the resignation of Mrs. Norma Herz, effective December 31, 1961.

Mr. Tobiason of Korslund, LeNormand & Quann attended the meeting briefly with a request for another payment of $350. for Manzelli.

Manzelli

He also reported that Mr. Kiley of the Estey Corporation had been in touch with him and had promised to have the stacks installed about the middle of January.

Stacks

Mr. Tobiasson also discussed the electrical situation - the need for balancing the load, requiring changing of switches feeding panels throughout the library. Emerson Electrical Company has estimated this work at $900. which according to Mr. Tobiasson is high. He feels the work could be done for around $600. if it were put out to bid. The question of funds for this work and the reference room lights was discussed and it was agreed that Mr. Uek should check with the Town Manager to see if the $1,000. appropriation in the 1961 Capital Outlay Budget for lighting could be used for these purposes. If so approved by the Town Manager, Mr. Uek was authorized to proceed with the program.

Electrical Work

Reports

Trust Funds

Trust
Funds

Robert Brosnan reported that he and Mr. Coughlin were in the process of setting up a system of trust fund accounts for the library so that the Trustees can be informed at all times of balances available, and can project the total of possible income for each year. Mr. Brosnan also stated that Mr. Coughlin would be present at the next Trustees' meeting.

Building and Grounds

Reference
Room
Lights

Mr. Uek reported that he had met with Mr. Greim, Mr. Mathieson (the electrician) and Mr. Ellis, representative for the Hartford Fixtures, and Mr. Washburn, in regard to the Reference Room lights. As all of the ballasts which were recently replaced were leaking, it was felt the ballasts must be defective. Mr. Ellis and Mr. Greim are to contact the suppliers of the ballasts and see what arrangements for replacement and possible reimbursement for labor can be worked out. The lights must be fixed, however, as leaking ballasts are a fire hazard. Mr. Ellis recommended a so called bonus ballast which is equipped with a cut-off to prevent leakage.

Personnel - Mrs. Yood

Mrs.
Casey

Mrs. Yood presented the name of Mrs. Susan Casey to replace Mrs. Herz in the Junior Library. Mrs. Casey applied for a position in October but could not be placed at that time. Mrs. Casey is a graduate of the University of California and comes well recommended.

Voted: Subject to the approval of the Town Manager, to hire Mrs. Casey at the minimum rate of LS 4, to be advanced to Step 1 ($4106) if she proves satisfactory.

Other

Gallery

Stacks

Mr. Washburn reported that the Public Works men had to scrape as well as wash the ceiling in the gallery in order to remove the old coatings and to apply a primer coat to the walls to cover the original green paint. He also mentioned that the Estey Corp. had finally received the contract for stacks and were proveeding with the work.

Old Business

Warrant Article

The amount to be requested was discussed but final decision was left until the next meeting of the Board when firm figures for some of the needed equipment would be available.

Flooring

Confirmation of the additional expenditure of $30. to complete laying of tile in the corridor outside the catalog room was voted.

Typist

At the request of the Art Curator, the Board authorized the expenditure from the Print Fund, of a typist for a maximum of ten hours a week at the rate of $1.50 per hour until further notice. Typist Print Fund

New Business

Review of the Library Hall use and rules and method of payment to custodians was tabled until the next meeting.

Mr. Washburn appointed Mrs. Yood and the Librarian to serve with him on a committee to plan a new charging desk for the Circulation Department.

Voted: To extend to the Finance Board an invitation to visit the Library and review the remodeling program which has been carried on, the date for the visit to be set by the Finance Board, Mr. Washburn to make the initial contact.

Tuesday, January 9, was the date set for the next meeting.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 9, 1962

The Board of Trustees met for its regular monthly meeting on Tuesday evening, January 9, 1962 at 7:30 in the Junior Library. Those present included Mesdames Thompson and Yood, Messrs. Uek and Washburn, and the Librarian, Judith E. Stromdahl. Also present for the early part of the meeting was Mr. Francis Coughlin, Town Treasurer, who reviewed the library trust funds with the board members.

Elbridge Farmer Fund

It was voted to deposit the yearly interest received from the Elbridge Farmer Fund in a local bank rather than have it applied to the General Ledger in the Town Accountant's Office. It was agreed that the money should be earning interest if possible. Mr. Coughlin requested a letter authorizing him to deposit the Elbridge Farmer Fund money in the Arlington Cooperative Bank at 3 3/4% interest.

Following the session with Mr. Coughlin, the board proceeded with its regular business.

The minutes of the December meeting were approved as prepared.

Town Warrant

Correspondence included a letter from the Board of Selectmen notifying the Trustees that articles to be inserted in the Town Warrant must be presented to the Town Manager on or before Monday, January 22, 1962 at 7:15 p.m. and two letters from the staff expressing appreciation for the Trustees' Christmas gift of an electric coffee percolator.

Reports - Building and Grounds

Storm Windows

Lights Ref. Room

Mr. Uek reported that the five storm windows had been installed, that painting in gallery area was completed and that the lumber for the shelving in Historical Room had been received. He also reported that Mr. Greim had contacted the General Electric Company in regard to the ballasts in the Reference Room lights, that 84 new ballasts were to be supplied by the General Electric at a cost of $2.88 each (original price $7.00), and that the General Electric would bear the cost of installation up to $160. Mr. Uek also mentioned that Mr. Matheson had timed the work involved in changing ballasts and found that it took 40 minutes per ballast.

Also reported was a new leak in the Secretary's office which had been referred to Mr. Greim who in turn had contacted Mr. Kennefick.

Thermostats

In regard to the thermostats, Mr. Uek advised the board members that it was discovered that the thermostat installed in the Junior Library could not be set higher than 55 degrees at night. The Minneapolis-Honeywell Company was contacted, found an error had been made in filling the order and had made the correction, furnishing an identical thermostat to the one installed in the adult department.

In regard to the electrical board, it was voted "to put out to bid the work involved in changing the electrical panel as per letter from Mr. Reid to the Town Manager, money to be taken from Trust Funds in Accountant's office." Trust Funds

Voted: To request the Chairman to write a letter of appreciation to Mr. Greim for his cooperation with the Reference Room lighting problem, and to Mr. O'Hara for the excellent work done by the Public Works painters and carpenters, copies to go to the Town Manager.

Personnel

The problem of part time custodial help was again discussed, as was also the problem posed by Mr. Capes' illness. The Library budget carries provision of six weeks of substitute time. This amount will be used by the middle of February. Reports from Mr. Capes, who has accumulated 189 days of sick leave, indicate he will not be able to return to work at least until the end of March. Provision for paying his substitute will have to be made. Subst. Custodian

Warrant Article

The amount of money needed to complete Step III in the renovating program was discussed. Prices received to date include the following:

Charging Desk	$2,000
Discharging Unit	2,000
Desk - Junior Library	2,500
Card Catalog Cases	5,000
Furnishings - Reference Room	5,000
Furnishings - Music & Art Dept	9,000
Browsing areas - (not received)	

Voted: to request $30,000 from Town Meeting to complete the renovation program.

Stacks

Acting on a request received from Mr. Kiley of the Estey Corporation, the Board Selected Sahara Tan (56E5) for the stack panels, and light gray (56E2) for the shelves. This last selection was made in order that the new shelves will match the old.

Friends of the Library

Mrs. Thompson reported that she was planning to call a meeting of the National Library Week Committee in the near future in order to get plans for the program in motion.

The date for the next meeting was set for February 13, to be held at the East Branch.

The meeting adjourned at 11:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Ret to
Miss Stromdahl
1-11-62

PERSONNEL BOARD

Town of Arlington

7 CENTRAL STREET
ARLINGTON, MASSACHUSETTS

F. LAWRENCE DOHERTY, Chairman
WILLIAM J. FROST
ROBERT L. JOHNSON
EDWARD J. SWADKINS
PAUL E. WIDDER

A. LEE MORRIS, EXECUTIVE SECRETARY
Mission 3-6700

January 10, 1962

Judith E. Stromdahl, Head Librarian
Robbins Library
700 Massachusetts Avenue
Arlington 74, Mass.

Dear Miss Stromdahl:

Will you kindly inform the Board of Library Trustees that the Personnel Board has voted to recommend to the Annual Town Meeting that the LS Salary Schedule be changed to read as follows:

GRADE	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM
LS 1	$3310.00	$3398.00	$3498.00	$3586.00	$3688.00
LS 2	3528.00	3630.00	3744.00	3846.00	3962.00
LS 3	3900.00	4010.00	4130.00	4260.00	4400.00 ✓
LS 4	4300.00	4410.00	4530.00	4660.00	4800.00
LS 5	4680.00	4820.00	4970.00	5130.00	5300.00
LS 6	5180.00	5370.00	5570.00	5780.00	6000.00
LS 7	5980.00	6170.00	6370.00	6580.00	6800.00
LS 8	6760.00	7020.00	7280.00	7540.00	7852.00

now

The Board also voted to recommend that Professional Librarian, Junior Grade, be changed to read Professional Librarian, and that School Librarian be reallocated from Grade LS 5 to LS 4 with no reduction in salary for present incumbents.

The appropriation included in the Article will be for Step 3 in LS 3, Step 2 in LS 4, Step 3 in LS 5, Step 3 in LS 6, and Step 1 in LS 7.

Very truly yours,
PERSONNEL BOARD

Lee Morris
Executive Secretary

ALM:m

RECOMMENDATIONS FOR SALARY CHANGES

PRESENTED TO PERSONNEL BOARD

October 25, 1961

By the Board of Library Trustees

PROFESSIONAL STAFF

1. Eliminate the term Junior Grade from title, Professional Librarian, Junior Grade, under LS 3, making the title read PROFESSIONAL LIBRARIAN.
2. Eliminate figures for LS 3 and substitute the LS 4 figures - $4498.
3. Substitute LS 5 rates for LS 4 figures.
4. Reallocate School Librarians from LS 5 to LS 4, only if the change recommended above is made.
5. Increase the Max under LS 5 to $5,500.
6. Increase the Max under LS 6 to $6,000.
7. Increase the Max under LS 7 to $6,500.
8. Leave LS 8 as is.

REQUESTED SCHEDULE FOR 1962

	MAX
LS 1	$3,688.
LS 2	3,962.
LS 3	4,498.
LS 4	5,102.
LS 5	5,500.
LS 6	6,000.
LS 7	6,500.
LS 8	7,852.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 13, 1962

The Board of Library Trustees met on Tuesday evening, February 13, 1962 at 7:30 in the Junior Library Hall. Mesdames Thompson and Yood, Messrs. Brosnan and Washburn, and Miss Stromdahl, Librarian were present.

The minutes of the previous meeting were accepted as prepared.

Correspondence included a letter addressed to Mr. Washburn from the Estey Corporation requesting an extension of time without penalty to complete the bookstack, and a letter from the Massachusetts Division of Public Libraries with a "request form" to be filled out for the State Grant-in-aid, available to libraries of the Commonwealth.

Estey Corp.

Mr. Washburn reported that Mr. Tobiasson had called at the Library and had discussed the matter of an extension of time for the Estey Corporation with him. Mr. Tobiasson had already notified Mr. Kiely that the letter should have been sent to the Town Manager and advised Mr. Kiely to so notify his company. However, in the meantime, Mr. Tobiasson suggested that the Trustees write to the Town Manager recommending an extension to March 2. The Trustees so voted.

The Trustees also voted to request the 25¢ per capita grant-in-aid from the State for the year 1962.

Reports - Building and Grounds

In the absence of Mr. Uek, Mr. Washburn reported:

1. That Kennefick Bros. and Mr. LeBlanc were working on the leak causing damage to the ceiling in the secretary's office. In order to get at the faulty pipe inside the library walls, it had been necessary to chip away a corner of one of the huge granite blocks under the eaves. — Leak

2. That the lights in the Reference Room are still noisy; that Mr. Greim had contacted Mr. Ellis and the men from the General Electric who sent their own men to change several of the newly replaced ballasts in a final effort to eliminate the noise. — Lights in Ref. Rm

3. That Mr. Reid had notified the Emerson Electric Company that the electrical work could be completed in spite of the present unbalance of the board as no overloading was involved.

4. That Mr. Tobiasson had suggested it might be wise to have the painting in the stack area done before the installation of the stacks. The stack shelves will reach close to the ceiling and make it difficult to paint this area after installation. — Painting Stack Area

Voted: that if Mr. Uek, after consulting with Mr. O'Hara of the Public Works Department, is of the opinion that the painting in the stack area should be done before the installation of the stacks, he should proceed at once to make arrangements with Mr. O'Hara. The money for this work is to be taken from General Trust Funds.

Painting
Stack
Area

5. That another unit of shelving is needed in the new Young People's Room, and doors and locks on the cases outside the Catalogue Room.

Voted: to request the Public Works to add doors and locks to shelving outside the catalogue room and to install shelves in the Young People's room in the section made available by removal of radiator, the money for these changes to come from General Trust Funds.

Doors
and
Locks

Friends of the Library

Mrs. Thompson reviewed arrangements for the Friends of the Library meeting to be held on Saturday morning, February 17, 1962, and asked what the Trustees wished to do about a Reception for Mr.-Golden on April 4, 1962.

Reception
Mr.Golden

Voted: that the Trustees should underwrite the reception and that a sum of not more than $150. be taken from the Library Trustees Investment Fund for this purpose.

Mrs. Yood and Mrs. Thompson were appointed by Mr. Washburn to act as a committee of two to arrange for the Reception.

New Business

Lighting

Voted: to ask Mr. Greim to put out to bid specifications for the relighting of the Junior Library Hall, Junior High School corridor and other specified areas. Money for this work is available in Capital Outlay Funds.

Junior Library Hall and Dallin Auditorium

Rules now in effect for the use of these areas were reviewed and changes suggested. Mr. Brosnan was designated a committee of one to rewrite the rules incorporating suggested changes, and to present them at the next meeting for board approval.

Halls

The Librarian was requested to contact Eastern Company, Westinghouse, and General Electric for prices for compact kitchen units consisting of sink, refrigerator and electric burners. Such a unit could be installed in the cloak room and free the staff kitchen for use of the staff only. The trustees expressed concern over the fact that the staff cannot keep their own dishes, dish towels, and food in cupboards marked Staff only because of the club personnel who ignore all signs, use personal supplies, and more often than not leave the kitchen in very untidy condition.

Tables - Young People's Department

The Librarian was requested to contact Diamond and Moland of 955A Massachusetts Avenue for prices for refinishing the three tables in the Young People's Department. Tables in YP Dept

D. A. R.

In response to a verbal communication from the D.A.R. to Mr. Washburn, it was voted to notify this group that the Board of Trustees will be glad to accept the gift of a new flag and a new standard for the Junior Library Hall. New Flag D.A.R.

M. L. A. Meeting

The Board members were reminded of the M.L.A. meeting to be held on Thursday, February 15, and Mr. Washburn and Mrs. Yood requested reservations for the Luncheon meeting.

Next Meeting

It was voted to held the next meeting at the East Branch on Tuesday, March 13, 1962.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

March 13, 1962

The Trustees met for their regular monthly meeting on Tuesday, March 13, 1962 in the Junior Library at 7:30 p.m. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn, and Miss Stromdahl, Librarian.

Before the meeting was called to order the Trustees interviewed a Mrs. Barbara Pellegrino who wished to engage the Junior Library Hall for a new organization tentatively called the United Nations Lodge. According to Mrs. Pellegrino the purpose of this organization is for civic and community improvement; plans included raising funds for such purposes as a Recreational Building and Scholarships. Membership is to be limited, at this time, to women and Mrs. Pellegrino expressed the hope that all nationalities would be represented.

Use of Junior Library Hall by new group

The Trustees agreed to let the group hold its first meeting in the Junior Library Hall on Friday, April 6, 1962. Mrs. Yood was asked to attend and report to the Trustees at their next meeting. Mrs. Pellegrino was also requested to furnish the Trustees with a written statement of the Club's purpose, after which the Trustees would make a decision as to whether or not permission should be granted the organization to meet regularly as requested.

The Secretary's report was read and accepted as prepared.

Correspondence included:

1. A letter from the Town Manager dated February 14, 1962 in which Mr. Monahan suggested that he be given a report, after Town Meeting, of the inequities which might arise as a result of the amended salaries of the School Librarians. Mr. Monahan also authorized continued use of a temporary custodian during the absence of Mr. Capes.

Letter from Town M.

2. A communication from Mr. Greim with the report, submitted by Mr. R. L. Ritchie of the General Electric Company, in which he states that the Reference Room light conditions which now exist are normal.

Ref. room lights

3. A letter from the Town Manager asking for information regarding modernizing electric service at the Robbins Library.

The following action was taken on this correspondence:

Item 1. Mrs. Yood was requested to consult with the Town Manager after the Town Meeting in regard to School Librarians' salaries.

Sch. Lib. Salaries

Item 2. Voted, to send a letter of appreciation to Mr. Greim thanking him for his fine cooperation. The Secretary was requested to note in the minutes that an error was made in Mr. Ritchie's letter to

Mr. Greim, namely, that the ballasts were not replaced free of charge as stated, but that a special price was obtained by Mr. Greim with the General Electric Company absorbing the major portion of labor costs.

Ref. Room Lights

Following the reading of Mr. Ritchie's report, the Trustees unanimously agreed that inasmuch as work on the Reference Room lights had been completed and that noise from the ballasts had been reduced to the lowest level possible under existing circumstances, the lights should be turned on in full strength after dark and the staff so advised.

Item 3. Mr. Uek was requested to give Mr. Monahan the information he requested and to state the reasons why the Trustees wished the work on the panel board to go out to bid.

Reports

Building and Grounds

Mr. Uek reported he had contacted Mr. O'Hara in regard to painting the Stack Area ceiling but because of the stormy weather, the work had been delayed as there were no men available.

Stacks

Stacks

Mr. Washburn reported that Mr. Quinn of Estey Corporation had contacted the Librarian at home on Sunday, March 4, to inform her that work on the installation of the stacks would begin the following day. The work was completed the following Thursday night at 11 o'clock.

Stacks

Mr. Washburn also outlined the several problems which had arisen in connection with the stack installation. He noted that a safety hazard will result if the Music Room floor is extended to the stacks as per specification, eliminating the lowest shelf of the stack ranges and thus correcting the 8 inch difference in floor levels. Under this arrangements, tall people will hit their heads on the overhead cross beams.

Stack Floor

Mr. Washburn reported that after he, the architect, Mrs. Yood and Librarian had discussed the problem it was being proposed that the floor of the aisle be left at the present level, ramped at the further end and divider book cases be placed in the arches between the present Music room and stack aisle so that the public will be prevented from stepping down and possibly hitting their heads. It was also recommended that a wooden exhibit shelf divider be made and placed at the head of the stairs between the stack area and the music room, again to prevent possible accident.

Mr. Washburn also said a change in the position of the lights had been discussed with Mr. Tobiasson and the electrician.

Friends of the Library

Mrs. Thompson gave a report of progress on the National Library Week Observance and reminded the Trustees of the Report Meeting to be held on Saturday, March 17, in the Gallery.

Trust Funds

The visible file of Trust Fund Records which has been prepared by the Technical Service Department was presented by the Librarian and enthusiastically approved by the Board.

Tables

The Librarian quoted a price received from Dimond & Moland of approximately $45. each for the refinishing of the tables in the Young People's Room.

Refrigerator

The Librarian reported the following sources and prices for a Pullman Kitchen Unit:

Pullman Kitchens

Lechmere Sales: 30 in wide - Stove (2 burners) - Refrigerator
Sink (stainless steel).... $219.88 - 289.88

Grossman: Refrigerator - 6 cu ft. - Stove (3 burner)
Sink $429.95

Jordan March Company: Stove (2 burner) - Sink (stainless steel)
Refrigerator (standard hgt) $379.00

Action on the reports was as follows:

Painting Stack Area

Voted: To request the Public Works Department to paint the stack area as follows: Walls and Pillars to match rotunda dome - Ceilings, white - Beams and Under decks, desert sand to match panels - Rails and Shield, to match finish on front end of old stacks - Rail tops, enamel cedarwood #84 in color book.

Voted: To request Public Works Department to varnish top of shelves in new browsing area beyond stacks.

Voted: That funds for the above two projects be taken from the Robbins Library Trustees Investment Fund.

Y.P. Tables

Voted: That Dimond & Moland be instructed to refinish the three round oak tables to match the new rectangular tables at an approximate cost of $45. each, one table to be taken at a time, the money for this work to be taken from General Trust Funds.

New Business

Budget and Warrant Article

The budget as recommended by the Finance Committee came up for consideration as did also the Warrant Article which, it was reported, had been considerably cut. After some discussion the Board requested the Chairman to meet with the Town Manager as soon as possible and discuss these items with him. The Board was reluctant to bring in

substitute motions at this Town Meeting, yet on the other hand, it was felt inadvisable to plan to insert an Article for a comparatively small sum in the 1963 Town Warrant. Therefore, the Board decided to be guided by the Town Manager in this matter.

Other action at the meeting included the following:

Voted: That the Public Works be requested to build the low divider at the right corner of the first stack level, as per Mr. Tobiasson's sketch, funds to be taken from the Robbins Library Trustees Investment Fund. Stacks

Voted: To send a letter of thanks to the D. A. R. for the gift of a new flag and decorated standard.

The next meeting is scheduled for April 10, 1962 at the Main Library.

The meeting adjourned at 11:40 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 10, 1962

The Board of Trustees met in the Junior Library on Tuesday evening, April 10, 1962 at 7:30 with all members present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn, and Miss Stromdahl, Librarian.

The minutes of the last meeting were accepted as prepared.

Correspondence consisted of letters from Mrs. Barbara Pellegrino of the United Nations Lodge in America, Inc., and letters of thanks and appreciation from Robert C. Swain of the Unitarian Church, Dr. Bert Roens, Superintendent of Schools, and Miss Edna Peck of the Boston Public Library.

Reports

Building and Grounds

Mr. Uek reported that he had called Mr. O'Leary in regard to the electrical work to be done and had been assured that specifications had been prepared and were ready for advertising. Spec. Elec.

Mr. Washburn reviewed his meeting with Mr. Tobiasson on Thursday morning, April 5, at which time they checked Mr. Manzelli's work to see if it had been completed satisfactorily.

Personnel

Mrs. Yood briefed the rest of the Board on the session she and Mr. Washburn had with the Librarian and the Librarian's Secretary in checking the staff salaries with the revised pay schedule. She noted that according to Personnel and Town Accountant, two School Librarians could not receive the 3% pay raise as a result of the scaled down maximums which were voted the School Librarians. Salaries

Mrs. Yood also mentioned the promising interview held with a trained librarian who had recently moved to this area from the middle West, only to learn a few days later that her husband had decided she was not to work full time.

Friends of the Library

It was reported that as of that time, $1,077. had been received for tickets sold for the Evening with Harry Golden. It was agreed that letters of thanks should be sent to the newspapers and all others who helped sponsor the evening, Mrs. Thompson to prepare the letters for Miss Hodges to send out. It was voted that $250. be taken from the Robbins Library Trustees Investment Fund toward payment of Mr. Golden's fee, so that a small balance would be left in the Friends of the Robbins Library treasury after all bills were paid. National Library Events

United Nations Lodge

Use of Hall U.N.L.

Mrs. Yood read the constitution for the United Nations Lodge as submitted to her by Mrs. Pellegrino. After studying the credentials presented to her, the Trustees agreed that the organization should be allowed to use the library hall if it so requested.

Old Business

Rules for Jr.Lib. Hall & Dallin

The rules and regulations for use of the Junior Library Hall as revised by Mr. Brosnan incorporating suggestions made at the March meeting were accepted with some further changes. (see attached copy) Mr. Brosnan was asked by the Chairman to prepare another set of rules for the Dallin Branch to be presented at the next meeting. Action will then be taken on both sets of rules.

New Business

Friends of the R.L.

After some discussion it was voted to plan a meeting of the Friends of the Robbins Library on Thursday evening, April 26, at which time the National Library Week Program held on April 4 could be reviewed, and decisions made in regard to the Friends wishes for 1963. It was further agreed that the Curator, Miss Ellen P. Wiese be asked to give a talk on the Robbins Print Collection at this time.

Custodians

As a result of being approached by the Custodians, Mr. Uek and the Librarian presented the Custodian's plea for additional help to solve a number of problems involving evening work, lunch hours, getting work periods of 8 hours scheduled within a period of 10 hours, etc. It was pointed out that one extra man added for three hours five nights a week (6-9) would solve the major problems. After some discussion of the extra work required by the expanded facilities, of the fact that on May 1 the services of Donald Canniff at the Library would be terminated, ~~and of the inability of Mr. Capes to carry~~ a full work load due to his recent heart attach, it was suggested that the Chairman and Mr. Uek discuss the problem with the Town Manager pursuant to his, the Town Manager's, previous suggestion.

The Librarian was requested to furnish Mr. Washburn with a work schedule for each Custodian

Salaries

Mrs. Yood reported that she will seek an appointment with the Town Manager now that the Town Meeting is over, as he suggested, to discuss inequities in the new LS schedule.

Mrs. McQuaid Courses

Realizing that she was not considered for the position of Assistant Librarian when this position was open because she had not completed her work toward a Master's Degree in Library Science, Mrs. McQuaid has requested permission to attend the summer session at Simmons Library School during her vacation and has asked for two additional weeks without pay. Cognizant that this training will add to her value to the library, and recognizing her eight years of outstanding service to the library, the Board voted to grant her an extra two weeks of vacation feeling this action was in the best interests of the library (Subject to the approval of the Town Manager.)

The Librarian was requested to secure specifications for bids for equipment and furnishings for the new Music and Art Room.

Voted: to proceed with installation of lights under the eaves.

The date of the next meeting was set for May 8, 1962.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

May 8, 1962

The Board of Library Trustees met on Tuesday evening May 8, 1962, in the Junior Library at 7:30. Those present were Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl.

The Secretary's report for the April meeting was accepted as prepared.

Correspondence consisted of the following:

1. A letter from Mrs. Elisabeth Sussman requesting permission to change from full time to part time work (20 hrs.) during the year 1962-63, as she would like to study for her advanced degree.

2. Programs for meetings of the M.L.A. and Charles River yearly Spring meetings.

3. Letter from Nancy Holland expressing appreciation of the "town officials who are willing to give up so much time to show us how the town functions ..... I was not aware of the problems the trustees face nor even what their function was."

At 8 o'clock Miss Wiese, Robbins Print Curator, joined the meeting to discuss the Print Collection with the Trustees. She outlined briefly the two policies which had been followed at various times in the past, namely, quantitative cataloging and qualitative cataloging. She stated that at the present time any portrait print could be located either under name of artist or sitter.

Miss Wiese made the following suggestions:

1. Cataloging

   A discriminatory policy of selection and cataloging of the best prints should be followed, getting prints ready for exhibition. Under this policy the following factors will be considered in the order listed:

   1. Quality of the Artist.
   2. Condition of the print.
   3. Interest of the subject.

2. Acquisitions

Miss Wiese mentioned the gaps in the collection and recommended acquisition in these areas rather than adding the experimental prints. She also suggested that consideration should be given to acquisition of art books if opportunity offered itself.

3. Disposal of the unimportant

The collection contains a large number of reproductions of paintings (not prints) which could well be disposed of. However, when it was pointed out that under the present interpretation of the will, this could not be done, Miss Wiese suggested this material be stored away.

4. Matting

Following the recommendation under cataloging, matting should be done as necessary within a specific budget determined by the Trustees.

The Trustees reviewed the financial status of the funds and determined that not more than $2500 should be allocated to the Curator's salary and $500 to a typist. As the interest realized on the two funds will cover the greater part of this amount, the accumulated interest can be used for matting, acquisitions, etc. as needed.

Reports included the following:

Building and Grounds

1. Custodians

Mr. Uek reported the interview which he and Mr. Washburn had with the Town Manager in regard to the library custodians' hours and work schedules Mr. Capes' condition and the added service areas resulting from renovation program. Mr. Monahan agreed that an extra man to work the hours from 6-9 Monday through Friday was needed and requested a letter for him to present to the Finance Committee, stating the amount of money involved until the end of the year. Mr. Monahan also suggested that the Trustees should review the custodian situation with him again in the fall as he feels the working hours schedule should be made more attractive than it is at the present time.

Mr. Washburn added that as a result of a call from Lee Morris of Personnel to the Librarian on May 8, questioning the Library's authority to use a part time custodian, Mr. Washburn contacted the Town Manager. Mr. Monahan told him that the position must be considered a temporary one until funds are authorized by the Finance Committee.

In regard to the action taken by the Trustees, Mr. Uek mentioned that all of the custodians had thanked him and through him, the rest of the Board members for cooperation in securing more help through the Town Manager.

2. Mr. Uek also reported the power failure causing most of the lights in the Library and all the lights in the Robbins House to go off on Wednesday, May 2. The Edison Electric Company were notified and replaced the cartridge which had blown. Mr. Reed who was also called in, notified the

library that the contract for work on the panel board had been awarded and arranged with Mr. O'Leary to have the contractor begin work immediately

The Library Trustees expressed surprise that no notification had been sent to them by Mr. O'Leary when the bids were opened.

3. The doors in the boiler room had also been checked by Mr. Uek at the request of the custodians who felt weights should be installed to make sure the doors remained closed at all times. Mr. Uek will check the law in regard to this matter and make recommendations at the next meeting.

4. Tiles and Rubber Mats

   Mr. Uek also reported that the rubber mats had been installed on the runways in the new stack areas and tiles laid where shelving had been removed. Voted: to approve this action, funds to be taken from Article 78/61.

5. Screens

   Mr. Uek reported that screens were urgently needed in the new Catalog Room to prevent the squirrels from entering from the flat roof. Screens are also needed in the other areas. Recommended: that Mr. Uek ascertain exactly what is needed and secure cost estimates.

6. Mr. Washburn asked for a vote approving his action relating to the four free standing bookcases which had to be moved from the stack area. It was found that these cases were too high to use as they were in other areas and could not be moved to the basement as they could not be fitted through the doorways. By cutting the cases down they could be made usable at a saving of about $1000 against what new dividers would cost. As the cases had to be moved, Mr. Washburn authorized Schwamb Woodworking Company to take the cases (by the front door) and rebuild them according to specifications. The Board voted to approve the action calling for the removal and rebuilding of the four free standing bookcases in the stack area, the cost to be charged to Article 78/61.

7. Shrubbery

   After some discussion regarding the care and upkeep of the library grounds it was suggested that Mr. Uek get in touch with Mr. Wright of the Tree Warden's office and request him to sketch out for the Trustees a plan of procedure for replacing some of the shrubs which are now in very poor condition with cost involved.

Personnel

Mrs. Yood reported that a candidate for the position of School Librarian is to be interviewed next Wednesday May 16. She also reported that letters listing the school positions which will be open in June have gone to all the library schools in the East.

Mrs. Yood also reported the meeting she and Mr. Washburn had with the Town Manager in regard to the salaries of the School Librarians and in which the Town Manager agreed that action should be taken to correct the existing situation. He suggested a 4A Classification for School Librarians with the salary

range as recommended by the Trustees to the Personnel Board in October 1961. According to Mrs. Yood, the Town Manager requested the Trustees to return in the fall to discuss the matter further.

Friends of Library

Mrs. Thompson presented the Treasurer's report for "An Evening with Harry Golden." According to Mr. Reilly's report, the total cash income for the Friends of the Library National Library Week observance totaled $1,196.10, with a cash balance, on April 30, 1962 of $52.63. Attached is an itemized account of income and expenditures.

Mrs. Thompson also reported that at the meeting held on April 26, those in attendance expressed a desire to continue the policy of observing National Library Week with a public meeting. Accordingly a committee of seven was selected to meet on Monday, May 21, to discuss possible speakers for 1963. She also said the group approved an Arlington author's and artist's evening in the late fall of this year.

Other Action Taken

Voted: to pay for the electrical work to be done by Lentine Electric Company, amounting to $799. from funds under Article 78/61.

Voted: to grant Mrs. Sussman's request to go on a 20 hour work week for the school year 1962-63 so that she might secure her Master's Degree.

The Board suggested that the Librarian write a letter of appreciation to the Public Works for the fine work done in painting the gallery area and for the excellent carpentry work which has been done.

The Librarian was directed to write to Estey Corporation to find out when the end panels and dividers might be expected. Voted: that the payment for these should be made from Warrant Article 78.

Voted: to ask Mr. Uek to proceed with arrangements to have Public Works Department work on the stack stairs as previously agreed with Mr. O'Hara, the money to be taken from General Trust Funds.

Voted: to ask Mr. Uek to contact a carpenter in regard to the stack windows which must be made to open for circulation of air in the new stacks which have been installed, money to be taken from Building and Grounds.

Voted: to have window shades in some of the stack areas remade so that windows can be opened, funds to be taken from Building and Grounds.

The recent discipline problem which has arisen inside and outside of the building during evening hours was brought up. According to the staff, a new element has started to use the library, including boys attending private schools living in this area. Large groups gather on the steps outside, making it difficult for borrowers to enter the building; several complaints have been received by staff members. Damage has also been done to two of the new chairs in the Young People's room by this group. Mr. Washburn agreed to talk with the Chief of Police to see if the evening officer could stop by the library

at more frequent intervals during the evening. The custodian has also been requested to walk through the building as often as possible and help the staff if necessary.

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 12, 1962

The Board of Trustees met for its regular monthly meeting on Tuesday, June 12, 1962, in the Junior Library following an inspection visit to the East Branch Library. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn, and Judith E. Stromdahl, Librarian.

The minutes of the May meeting were accepted as prepared.

Correspondence consisted of the following letters:

1. Two communications from the office of the Town Clerk directing attention to a number of "Acts of 1962", copies of which are available at the Town Counsel's office.
2. A letter from the Arlington Ladies United Nation Lodge in America, Inc. soliciting cooperation in their fund raising efforts.
3. A letter from Richard Sullivan, Chairman of the Board of Library Commissioners, Commonwealth of Massachusetts, notifying the Trustees that the Robbins Library "service in 1961 met all requirements of the law and the minimum standards promulgated by the Board and has been duly certified for a State Grant of $12,488.25."
4. A letter of resignation from Mr. Stillman Hilton who has accepted the position of Head Librarian, Shute Memorial Library, Everett.
5. A letter of thanks from Miss Eleanore Chaplik, Librarian of the Codman Square Branch, Boston, in which she stated, "The morning we spent at your East Branch was a most enlightening and informative one... We were very much impressed with the quality and quantity of work done there...."

Reports - Building and Grounds, Mr. Uek

In a Progress report, Mr. Uek reported that he was waiting for the combination screen and storm windows to be installed in the Catalogue Department by Crocker Sales Company. Also waiting for itemized "cost figures" for installation of screens and windows in other areas of library.

Mr. Uek also reported that the ventilation in the Gallery Area did not seem to be satisfactory and that he had requested Mr. Tobiasson to attend the meeting later that evening to discuss the problem.

Personnel - Mrs. Yood

Mrs. Yood presented the names of two candidates to fill the two open positions on the School Librarian's Staff.

1. Miss Judith Sanders of Connecticut, to fill the vacancy caused by the resignation of Mrs. Wellington.
2. Mrs. Dorothy Miller of Belmont to fill the position approved in the 1962 Budget request.

Both applicants are graduating this year from the School of Library Science, Simmons College, Miss Sanders receiving a BS in Library Science and Mrs. Miller, a Master's Degree. Both come highly recommended.

The Trustees voted to accept Mrs. Yood's recommendation that these Librarians be appointed to the position of School Librarian at the yearly salary rate of $4556. LS 4, Step 1, subject to the approval of the Town Manager.

As Miss Posada has had previous experience in cataloging, Mrs. Yood recommended that she be transferred to the Catalog Department on a trial basis. This was approved by the Trustees.

Friends of Library - Mrs. Thompson

Mrs. Thompson reported that one committee meeting had been held in connection with next year's National Library Week Program and that a list of speakers to approach as to fees and availability was agreed upon. She also reported the appointment of a committee for the Arlington Artist's and Author's Evening which is being planned for the Fall. This committee is scheduled to meet on Wednesday, June 13 at 8 p.m.

Other Reports

At Mr. Washburn's request, the Librarian reported the mutilation of 16 magazines and the disappearance of 4 others used by an 8th grade class at Junior High West working on a Peace Corps Project. Both Mr. Ottoson and Dr. Roens have been notified and are cooperating with the Librarian in this matter.

Mr. Washburn reported that he had seen the Town Manager regarding the specifications for the furnishings of the Gallery and that Mr. Monahan would arrange with Mr. O'Leary to have them put out to bid.

The Librarian reported briefly on the successful meeting for "Arlington citizens from abroad" held on Monday evening, May 28. She stated that the 25 new citizens in attendance seemed pleased with the reception, honored to have been invited, and eager to use the facilities of the library.

At nine o'clock Mr. Tobiasson of the Architectural firm of Korslund, LeNormand, and Quann, joined the meeting to discuss the ventilation problem of the Gallery. Mr. Tobiasson agreed to look into the matter to see if, or how, the condition could be remedied. He stated that in his opinion, it might be an expensive project. Limited funds, originally, had guided the engineers in planning the present system which now appears to be unsatisfactory.

Board discussion on various matters resulted in the following action:

1. The Librarian was instructed to send a letter to the Arlington Ladies United Nation Lodge explaining that the policy of the Library does not permit it to participate in private fund raising programs.
2. The Librarian was instructed to send a letter to Mr. Hilton expressing regret that he is leaving the Staff but extending him the best wishes of the Board members in his new position.
3. The Board directed Mr. Uek to contact Mr. Greim for his opinion of what is required to install ventilation in the basement room of the East Branch.
4. The Board voted to proceed with the installation of lights in the areas under the eaves where no lights exist.

The next meeting was set for Tuesday, July 10, 1962 at 7:30 p.m.

The meeting adjourned at 11:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

July 10, 1962

The Trustees met for their regular monthly meeting on Tuesday evening July 10, at 7:30. Those present were: Mesdames Thompson and Yood, Messrs. Uek and Washburn, and Miss Judith E. Stromdahl, Librarian. After a tour of inspection of the stack area to check the work recently completed by the Public Works Department, and of the two basement rooms where serious flooding resulted from the storm on Monday, the Board members convened to the Junior Library for the business meeting.

The report of the June meeting was accepted as prepared and sent to the members.

Correspondence consisted of the following:

1. A letter from the office of the Town Clerk directing attention to Acts, 437,439,440,450,456,466, and 469 of 1962.
2. Letter of resignation from Mrs. Betty Wellington, School Librarian.
3. Two letters from the temporary Town Manager to the Librarian notifying her of the reappointment of Messrs. Uek and Washburn to the Board of Library Trustees for another term of three years.
4. Letter from the Estey Corporation reporting that the end panels and book supports had been shipped on July 6 via M. & M. Transportation Company.

Personnel

Mrs. Yood informed the Board that Mrs. Anderson, First Assistant in the Circulation Department had been offered a position in the Winchester Library as Head of the Reference Services at a considerably higher salary and would no doubt accept the position as of September 1, 1962.

She also presented the name of Grogan Brown to fill another vacancy on the Professional Staff of the Circulation Department. Mr. Brown is a graduate of Baylor College, Texas, 1956, a major in history and German, and attended Harvard Summer School in 1961. He is interested in securing a Master's in Library Science and intends to take a course at Simmons Library School in the fall. His recommendations were excellent. Subject to the approval of the Town Manager, the Board voted to add Mr. Brown to the Staff at a salary of $4446, LS 4 Min., advancing him to LS 4, Step 1 in December if his work proves to be satisfactory.

Appropriations

Financial statements for the first six months expenditures were carefully studied, as were those of the Trust Funds. The Librarian was requested to secure a final bill from Korslund, LeNormand & Quann for services rendered to date so that the Board could have a definite statement of funds available from Article 78 voted at Town Meeting.

Building and Grounds

Mr. Uek reported progress on the Ventilation problem encountered in the Gallery. From Mr. Korslund he received information to the effect that if the present units are functioning at utmost capacity and are still unsatisfactory, nothing could be done to correct the condition except to install some air conditioning units. These could be placed between the skylights above the ceiling, at a unit cost of approximately $3500. each.

Mr. O'Hara, however, to whom the Town Manager had referred the problem, feels very strongly that the skylights are the answer to this ventilation problem. He is planning to have them checked and to determine the work and cost entailed in having them rebuilt for use. Mr. O'Hara also mentioned that,if necessary, fans could be installed in the skylight areas.

Mr. Uek also reported that Mr. O'Hara did not feel that the heating problem in the basement area of the East Branch was of a very serious nature and could easily be corrected by attaching blowers in the pipes, etc. The ventilation angle could be attacked by using a squirrel-cage fan in front of the window and seeing what results were effected. Mr. Uek advised the Trustees that Mr. O'Hara had already contacted the authorities for clearance of fire laws for the basement area and has agreed to take care of the shelving improvements requested at Dallin and East Branches.

Friends of the Library

Mrs. Thompson brought the Trustees up to date on the "Friends" plans for an Author-Artist Evening scheduled to be held on Wednesday, November 7, in the Music and Art Gallery. Mrs. Samuel R. Carlisle has agreed to be Chairman of the Authors' Committee and Mr. Arthur Herrick is to be asked to head the Artists' Committee. No further meetings for the Friends will be scheduled until September 13, which is a committee meeting.

Bids

Mr. Washburn reported that he had been present at the opening of the bids for furnishings for the Gallery. Bids were received from five firms, Walkerbuilt Woodwork, Inc., Henry S. Wolkins Co., Twombly Assoc., Inc., John E. Sjostrom Company and Remington Rand. Prices of the various bidders were analyzed briefly and plans made to have samples of various pieces of equipment submitted. The Librarian was asked to compile a list of such items for comparison purposes.

State-Aid

The Librarian gave a brief review of the recent developments in the regional library program under 19C which provides for reference & research services to libraries of the community. An Eastern Region has been established by the Board of Library Commissioners, this region to be divided into 7 sub-regions. The Chief Librarian of each library of the sub-regions will compose a sub-regional Library Advisory Council each of which is to formulate the needs of the area and transmit a written statement of such needs to the overall Eastern Regional Library Advisory Council to be organized at the end of the summer. The Eastern Regional Advisory Council will then develop a plan for regional library service to be submitted by it to the Board of Library Commissioners in the early autumn.

Arlington is one of 17 communities forming the Central Metropolitan Region.

Miscellaneous

Voted: To purchase two chairs and one small table for the browsing area, funds to be taken from the General Trust Funds, Town Accountant's Office.

The next meeting has been scheduled for Tuesday evening, September 11, 1962.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

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Mission 3-0026

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

September 11, 1962

The Board of Library Trustees met in the Junior Library on Tuesday evening, September 11, 1962 at 7:30 p.m. Those present were: Mesdames Thompson and Yood, Messrs. Brosnan and Washburn and Judith E. Stromdahl, Librarian.

Before proceeding with the usual order of business, the Trustees met with Miss Ellen Wiese, Curator of the Robbins Print Collection. Mrs. Thompson commended Miss Wiese for her excellent report which had been sent to the Board members, and all Board members concurred in this word of praise.

After some discussion, the following action was taken on the recommendations included in the report.

1. Approved use of 4-ply mats and the expenditure from Art Funds of approximately $700. for 350 sheets of the 30" x 40" matting material.
2. Approved purchase of necessary supplies such as glassine paper, string, gummed paper, craft paper folders, etc.
3. Voted: to authorize purchase of any good prints at reasonable prices to fill present gaps and make a more representative collection rather than to concentrate on the 17th or 18th century prints or to specialize in portraits as has been done to a large degree in the past.
4. Authorized expenditure of $500. as the beginning of an acquisitions program.
5. Approved preparation of a catalogue to feature special prints, this catalogue to be printed if funds warrant when price of printing is determined.

The Board members expressed satisfaction at the manner in which Miss Wiese is handling the Print Collection and of her plans to make the collection known and available to art specialists as well as to the general public.

At nine o'clock the Board proceeded with its regular business meeting. The Secretary's report was accepted as prepared.

Correspondence included:

1. A letter from the Town Manager in regard to the requests for transfers of funds from the Finance Committee to the 1962 Robbins Library operating budget of the sums of $2068.00 and $189.20, this action made necessary by the illness of the Senior Custodian, George Capes.

Correspondence (cont.)

2. Four communications from the office of the Town Clerk regarding Mass. Acts of 1962.

3. A letter of resignation from Mrs. Ann Anderson who has accepted a position with the Winchester Library.

Voted: to send a letter to Mrs. Anderson accepting her resignation with regret and thanking her for her loyal service.

The Librarian also presented the directive which all Department Heads received from the Town Manager re strengthening of Administrative Supervision in sick leave absences.

Mrs. Yood reported that six applicants had been interviewed within the past few days for the opening on the professional staff of the Circulation Department, and presented their qualifications.

As all references for these applicants had not yet been received, no final decision could be made. However, the Board voted to offer the job to Mrs. Marie O'Day, a graduate of Reed College, Portland, Oregon, if her references proved satisfactory. Mrs. O'Day was the only applicant with any library experience. She is presently employed in the Air Force Research Library. If appointed, Mrs. O'Day will be placed in Grade 4, Minimum $4446.00.

If Mrs. O'Day's references are not satisfactory, it was decided to take the applicant whose recommendations are best and whose husband expects to be in this area for the longest period. These applicants all had husbands doing graduate work expecting to remain in this area from 2-5 years.

Mrs. Yood also presented two applicants for the position of Music Librarian which will become vacant shortly. Miss White has decided to retire and return to her home in Plymouth. Neither of the applicants had the required library training although both had excellent backgrounds in music.

It was decided to delay for a bit before making an appointment in the hope that a more qualified person would be found.

Mr. Washburn reported that lights had been installed in the storage area under the eaves, that screens had been purchased and installed for all windows in the Stack Areas with the exception of the 3rd floor arches and that Mr. Greim had been too busy with work and vacations to take care of the specifications for the Junior Library Hall and other areas to be relighted. According to Mr. Washburn, Mr. Greim has agreed to work on this project during October if possible.

The Librarian reported that Mr. O'Hara had been unable to take care of the projects discussed with him earlier by Mr. Uek but assured her that the work would be done. He suggested that the Trustees give him a priority list of the projects and the approximate amount of money available for these projects. He also said he would talk again to Mr. Kennific in regard to the ventilating problem in the gallery to see if some less expensive plan could be worked out so that the room could be put to use before next spring.

Mrs. Thompson outlined plans being made for the two programs to be presented by the Friends of the Library and reminded the Board of the committee meeting to be held on Thursday evening, September 13, at the Library.

At this meeting it is hoped that the speaker for the National Library Week Program can be selected and final plans for the Authors and Artists Evening to be held in November can be made. Mr. Herrick has agreed to secure a list of local artists and Mrs. Carlisle is Chairman of the sub-committee to locate all local authors for this event.

The Librarian presented plans and specifications for the new charging desk for the Junior Library. Voted: to accept the specifications and to request Mr. Monahan to have them prepared for bids.

The 25th Anniversary of the building of the Dallin Branch will be observed in February 1963. It was decided to observe this anniversary in some special way and the Librarian was directed to invite Mrs. Helen Thompson to attend the next meeting of the Board to discuss plans.

Upon recommendation of Mr. Wright of the Tree Department, planting of two flowering trees on the library grounds was deferred until next spring. It was suggested by Mr. Wright however, that he be given authorization to negotiate for these trees so that they would be available in the Spring. Voted: to authorize Mr. Uek to encumber the sum of $150.00, or an amount not to exceed $200.00, for two trees suitable for the library grounds as previously discussed with Mr. Wright.

In other action, the Trustees voted: "that inasmuch as no progress has been made in securing the help of local groups to install a pullman kitchen for organizations using the Junior Library Hall, this item be included in the library budget for 1963.

Election of a Chairman for the next year was the final item on the agenda. Following the custom of rotating the Chairmanship among the members who have not served, according to length of service, Mr. Uek was unanimously elected even though he was not present at the meeting. His term will begin at once.

The members of the Board, upon motion of Robert Brosnan, voted to spread on the records an expression of appreciation of and thanks for the devotion and time Mr. Washburn has given to the Library Program during the past year. Problems stemming from the remodeling project and from the ever increasing growth of the library called for an unusual amount of time and effort on the part of the Chairman. Mr. Washburn gave unstintedly of both.

The next regular meeting has been scheduled for October 9, 1962 and a special meeting on October 23. The budget for 1963 will be considered at these meetings.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
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MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

October ~~8~~ 9, 1962

The Board of Library Trustees met in the Junior Library on Tuesday evening, October 9, 1962 at 7:30 p.m. Those present were Mesdames Thompson and Yood, Messrs. Brosnan, and Uek and the Librarian, Miss Stromdahl. Due to an automobile accident in the late afternoon, Mr. Washburn was unable to attend the meeting.

The Secretary' report was accepted as prepared.

Correspondence consisted of the following:

1. A letter from the Finance Committee notifying the Board that a transfer of $2,257.20 had been granted to cover the salaries of a substitute Junior Custodian and a temporary Senior Custodian through December 30, 1962.
2. A letter from Walkerbilt requesting a "finish selection" for the chairs ordered, PO #co4620/16113.
3. Several communications from the office of the Town Clerk listing recent Acts of 1962.

REPORTS

Mr. Uek said he had little to report on Building and Grounds as neither Mr. Greim nor Mr. O'Hara had taken any action on the many projects which require their cooperation. Mr. Uek particularly mentioned the urgency of getting action on the stairs of the stack areas, the walls of the Hall at the Dallin Auditorium and the relighting of the Junior Library Hall. He reported he had been unsuccessful in reaching either Mr. Greim or Mr. O'Hara since he returned from his vacation, but would try again to set up an appointment in the near future.

Mr. Uek also briefly reviewed his telephone conversation with the Town Manager in regard to the custodial situation. (For details see attached memo.)

Mrs. Yood reported that she and the Librarian had met with the Town Manager in regard to the salaries of the School Librarian and had received the Town Manager's assurance of support for the recommendations to be made to the Personnel Board. (See attached memo.)

According to Mrs. Thompson, plans for the Author-Artist Reception to be held on Sunday afternoon, November 3, 1962, are well under way. Mr. Herrick, Chairman of the Artist's Committee has reported that 80 artists have been located through the True List and 12 more through the newspaper stories. Mrs. Carlisle who is heading the Author's Committee has compiled a list of 25 authors.

Invitations have been issued to all these people. The Reception will be held from 3-6 in the Reference Room and the Exhibits will be shown in the Music and Art Gallery.

Mrs. Thompson also mentioned that both Baroness Maria Von Trapp and Munro Leaf had been secured for the Friends' National Library Week program.

FURNITURE

The Trustees selected DV 22(sand) and DV 23 (Persimmon) for the upholstery of the 10 easy chairs for the Music Gallery, 5 of each color. The Trustees also decided that all shelving and furniture should be finished according to the Walnut sample furnished by Sjostrom - #1073.

DALLIN BRANCH

In connection with the 25th Anniversary of the Dallin Branch Library Building, Mrs. Helen Thompson, Branch Librarian, had accepted the Trustees invitation to attend the meeting. Her appointment was for nine o'clock and at this time the Trustees turned their attention to a discussion of a proper observance of this event. It was finally proposed to contact the Arlington Heights Study Club which was so instrumental in getting the Branch Library built and to find out if the members would be interested in helping to prepare a program for the occasion. Mrs. Thompson was asked to contact Mrs. George E. Miller, President of the Club and to ask her to serve on a committee with Mrs. Molly Yood, Mrs. Helen Thompson, and the Librarian. It was also decided that the affair should be held on Sunday afternoon, January 13, 1963, and the general public invited to attend.

ROBBINS PRINT FUND

At the Town Treasurer's request, the Librarian reported that $26,000 in Series G Bonds matured October 1, 1962. He recommended that the funds be placed in a Savings Bank paying at least 4%, or better, if possible.

Voted: "That the money be placed in a Savings Bank paying 4¼%, the decision to be left to Mr. Coughlin." It was suggested that it might be placed in the new special accounts recently authorized by the Arlington Five Cents Savings Bank which pays 4¼% on the basis that funds invested will not be withdrawn unless 90 days prior notice is given. But the decision was left to Mr. Coughlin who might find that the Boston Banks offer a better opportunity.

CHAIRMAN

Mr. Uek, who was elected Chairman for the ensuing year, in absentia, at the September meeting, thanked the Board members for electing him but stated that he was not in a position to accept the position at this time, due to increased business responsibilities which will limit the time available to devote to the Chairmanship. He suggested that Mr. Washburn be requested to serve another term. No action was taken as it was decided wise to wait until the next meeting when it was hoped all members would be present.

BUDGET

Discussion of budget items was deferred until the special meeting scheduled for October 23, 1962.

The meeting adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

October 9, 1962

MEMO

To: The Board of Library Trustees

From: Mrs. Molly Yood

Re: School Librarian's Salaries

The question of the inequity of the School Librarian's salaries was reviewed on Wednesday, October 3, at a meeting with the Town Manager in his office with the Librarian and the undersigned. The Town Manager agreed that the School Librarian's salaries had not been properly handled by the Personnel Board last year, no doubt due to a misunderstanding, and he felt that the inequity should be rectified by action at the next Town Meeting. As a result of the discussion, it was concluded that the Professional Librarians, Senior Grade, should remain in LS 4 (4446. - 4946.) and that an additional grade could be inserted between the present grades 4 and 5 for the School Librarians with the following salary range: minimum, 4750., maximum 5250. This grade could be designated as 4 A. The Town Manager said he would concur in such a recommendation.

The following items were also discussed:

1. Mr. Monahan, recognizing the need for additional custodial help, made the following recommendations for the budget: That the salary request should be at the following rates:
   MC 3 Maximum - January - March 31, 1963
   MC 3 Step 2 - April 1 - September 30
   MC 3 Maximum - October 1 - December 31, 1963
2. In accordance with Section 14 L of the Leave Regulations of the Town of Arlington, the Town Manager approved payment of an additional three weeks sick leave for Audrey Hoeg who is hospitalized with a serious heart condition.
3. The Town Manager agreed that Mr. Capes should be allowed to return to work if he felt able to do so, even though he must undergo more surgical work within the next few weeks.
4. Permission to install a Docustat coin-operated photocopy machine in the library was held in abeyance pending personal examination of the machine by library personnel, and the Town Counsel's approval of the agreement for its use.

MEMO

To: The Board of Library Trustees

From: Robert T. Uek

Re: Custodians for Robbins Library

Report on phone conversation - Mr. Monahan and Mr. Uek - 9/28/62

Mr. Uek requested a meeting for Mr. Washburn, Mr. Uek and Mr. Monahan to discuss the situation on custodians for 1963 and future years. Mr. Monahan felt such a meeting was unnecessary inasmuch as the positions and financial arrangements for the balance of 1962 were disposed of.

Mr. Uek mentioned it is doubtful that Mr. Capes will return in 1962 and, if he does return, it is also doubtful as to how many of his previous duties he might discharge. When and if, Mr. Capes returns, the subject is to be brought to the attention of the Town Manager and some consideration will be given to a retirement on a disability basis.

Mr. Monahan agrees that the schedules in effect previously for the Custodians are not attractive and suggests that the 1963 budget be prepared to include five full time custodians instead of four and a part time man for the evening work. In such case, a system of staggering hours would have to be set up on a rotating basis so the evening hours would be evenly distributed among the five men.

If the Trustees are in agreement that Mr. Paradis is the man to fill position of Senior Custodian, such announcement and provision should be made for 1963 and thereafter.

October 9, 1962

Judith E. Stromdahl
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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 23, 1962

The Trustees met in special meeting on Tuesday evening, October 23, 1962 at 7:30 in the Junior Library. Those present were Mesdames Thompson and Yood, Messrs. Brosnan and Washburn and the Librarian, Judith E. Stromdahl

The minutes of the previous meeting were accepted as prepared and distributed to the Board members.

Correspondence consisted of two communications, one from Dr. Gerald Stechler, President of Temple Emunah, expressing appreciation of the use of the Junior Library Hall during the recent holidays, and the other one from Mrs. Rachel Hooper which included a color sample for the gallery furniture and shelving.

As Mr. Uek still felt it would be impossible for him to accept the Chairmanship for the ensuing year, Mr. Washburn was asked to serve another year, if it was so voted.

Mrs. Yood reported that a Music Librarian had been secured and requested the Board to confirm the appointment of Miss Patricia Mahoney at a yearly salary rate of $5284 - LS 5 Step 3.

Miss Mahoney is a graduate of Emmanuel College, received her Master's in Library Science from Simmons and has been employed at the Boston Public Library in the Music Department. Her duties there included purchasing record albums and setting up film programs. Her recommendations were excellent; her superior at the Boston Public Library gave her the highest of recommendations. These recommendations were hardly necessary, however, for Patricia worked at the Robbins Library for several years as a page and part time assistant while she was attending school.

The Board voted to confirm the appointment subject to the approval of the Town Manager.

In the absence of Mr. Uek, Mr. Washburn reported that as a result of the conference between the Acting Town Manager, Mr. Uek and the Librarian in the Town Manager's office on Thursday, October 18, the Public Work's men had set in motion work on the stack stairs, refinishing of furniture at the two branches, renovation of several book cases at the branches, installation of ventilators at windows of the Catalog Room and further study of the ventilation problem in the Art and Music Department.

It was pointed out that both interior and exterior (trim) of East Branch should be repainted. Nothing has been done to the Branch since it was opened ten years ago.

Mr. Kennefic has also reported that pointing around the windows and other areas was badly needed.

Voted: To have the outside of the East Branch painted and pointed and a cap placed over the chimney as recommended by Mr. Kennefic; if the money in this category is available, otherwise from major repairs in Capital Outlay.

The rest of the meeting was devoted to a consideration of the 1963 budget.

The meeting was adjourned at 10:30 p.m. until Tuesday, October 30, 1962 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
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Mission 3-0026

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 30, 1962

The Board of Trustees resumed its consideration of the Library Budget on Tuesday evening, October 30, 1962 with the following members present: Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl.

The minutes of the special meeting of October 23, 1962 were read and accepted. The Chairman asked the various members to continue to serve on their special committees for another year;

Building and Grounds - Robert Uek
Personnel - Molly F. Yood
Friends of Library - Maude Thompson
School Library Liason, School Committee - " "
Invested Funds and Library Halls - Robert Brosnan

Voted: to approve Miss Wiese's request to arrange for an exhibit of etchings for the month of February at a charge of $50.

Voted: to meet again on Wednesday evening, October 31, 1962 after the meeting with the Personnel Board if budget considerations were not completed on Tuesday evening.

Mrs. Yood presented the request to be made of the Personnel Board to correct the inequities existing in the School Librarian's pay grade as a result of the 1962 Town Meeting. (See exhibit A) This action was approved by the Board.

Following some discussion it was also decided to request an increase in the maximum step of LS 8 to $8500. (see exhibit B)

The rest of the evening was spent in preparation of the budget.

At 10:30 p.m. the meeting was continued until the next evening.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 31, 1962

The Board of Library Trustees continued its budget discussion at the Library on Wednesday evening, October 31, 1962, following a meeting with the Personnel Board. All members and the Librarian were present.

Upon recommendation of Mr. Brosnan the following changes in connection with page help were voted:

1. That the age limit be lowered from 16 to 15 years of age.
2. That the starting pay should be increased to 90 cents an hour and advanced to $1.00 per hour after a year's service provided this increase is included in the budget and the work of the pages proves to be satisfactory.

Several reasons prompted this action, notably the impossibility of securing competant young people who will work at the present rate of pay. High School Guidance teachers have reported that they can place their students at jobs paying $1.15 and $1.25 per hour and therefore cannot supply the library with pages.

When the budget items were finally completed, the Librarian was requested to compile the budget in final form and resubmit it to all members by Saturday so that the Trustees could review the completed budget request for 1963 for possible changes.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

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MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

November 4, 1962

On Sunday afternoon, November 4, 1962 the Board met in special meeting at 5:15 to review the budget as prepared.

In the light of information secured in further discussion with Mr. Kennefic, the Board voted to amend its vote of October 23, regarding the pointing of the East Branch Library as follows:

Voted: to instruct Mr. Kennefick to repair the leak in the roof at East Branch at an estimated cost of $250. and to do wall capping and chimney hood at an estimated cost of $307., the cost of both to be taken from Building and Grounds, Repair and Maintenance appropriation. Also to have Mr. Kennefick proceed with the pointing and caulking of the worst sections of the East Branch building, doing as much as possible up to the balance of the amount in the Capital Outlay Funds under Major Repairs.

The Librarian was directed to make the necessary changes in the 1963 budget request caused by the above vote.

The meeting was adjourned at 6 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

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MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

November 12, 1962

The Board of Library Trustees met on Tuesday evening, November 12, 1962 in the Junior Library at 7:30 p.m. Those present were Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl.

The Board accepted the secretary's reports of the meetings held on October 23, 30, 31, and November 4, as prepared and distributed.

Correspondence consisted of:

1. A letter from Patricia Heard protesting the chart posted in the Junior Library comparing United States and U.S.S.R. in land area, land use, transportation and communication, education, etc. This chart is an enlarged copy of material appearing in the Compton's Pictured Encyclopedia.

2. A letter from Duval Sheet Metal Works, Inc. of Lexington, with recommendations for ventilation of gallery.

REPORTS

Mr. Uek reported that the stack stairs had been repaired and that shelving and refinishing jobs at Dallin and East Branches had been completed. He also reported that he had contacted the Town Manager, Mr. Monahan, and received his permission to proceed with the immediate pointing of East Branch Library under Section 7A of the Town By-laws to the extent of funds available in Major Repairs, Capital Outlay ($800.00). Mr. Monahan also agreed that the Trustees might ask Mr. Roby's assistance in completing the lighting program which includes the Junior Library Hall, corridors and work areas of basement and the old section of stack areas and in correcting the condition which exists at the Dallin Branch Auditorium.

Mr. Uek also informed the Board members of the action taken on Saturday, November 10, when the heavy rains caused gutters to overflow resulting in serious flooding of basement at the Main Library. As Mr. Kennefick, who was summoned to check the gutters, etc., wished to inspect the roof and no ladder was available, the fire department and ladder was summoned with permission of the Town Manager. Mr. Kennefick found drains and dry wells apparently in good condition, but feels there must be a stoppage between the building and the storm drains or in the drains near the ground and suggested that Mr. Uek ask the Public Works to use the roto-rooter to clean the pipes. Mr. O'Hara has agreed to have his men on hand at Mr. Kennefick's convenience.

Mrs. Thompson reported on the favorable comments she had received in regard to the Arlington Artists and Author's reception and said she had written personal notes of thanks to Friends of the Library Committee members who had been

so active in arranging the affair. At Mr. Washburn's suggestion, it was voted to send the Committee Chairman a letter of appreciation from the Board of Library Trustees as well.

In her report, Mrs. Yood said that the committee working on the 25th Anniversary observance of the Dallin Branch Library had decided it might be wise to postpone the Dallin Open House until late in April.

The members of the Arlington Heights Study Club who were instrumental in securing the library building, have agreed to participate in the program and would like more time for preparation. The weather, too, it was agreed, would be more favorable in April than in January. The Trustees approved this change in date, but suggested Sunday March 31, 1963, rather than a Sunday in April. It was pointed out by Mr. Uek, that this delay would give Mr. Roby and the Public Works men more time to make necessary repairs to the walls of the Branch Auditorium.

The question of Christmas Holidays was discussed.

Voted: to close the library all day on Monday, December 24, 1962, instead of at noon as is customary, if the Town Manager agrees.

The Trustees then turned their attention to a final review of the budget as prepared and indicated a number of changes.

Arrangements for the dinner which the Trustees are planning for the Staff were completed. Saturday evening, December 8, 1962 was the date set, from 6-8. It was decided to serve a buffet style dinner and Mr. Washburn was to make the arrangements.

Other action included the following:

Voted: to purchase 12 card tables for the library from General Trust Funds and 50 additional cups, saucers and plates for use of groups using the library hall. It was suggested that plastic ware be secured to prevent breakage.

Mr. Duval's proposal for Step 1 in correcting the ventilation of the gallery was considered favorably. Voted: to proceed at once with recommendations made by Mr. Duval, the amount of $225.00 to be taken from the Warrant Article Funds.

The next meeting was scheduled for Tuesday evening, December 11, 1962.

The meeting was adjourned at 11 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

COPY

December 4, 1962

Miss Judith E. Stromdahl, Librarian
Robbins Library
Arlington, Mass.

Dear Miss Stromdahl:

I have inspected the Auditorium at the Dallin Library, as requested, with the Building Inspector and also a Waterproofing Engineer and as a result I am of the opinion that water seeps through the outside brickwork, especially around the windows, loosening the plaster on the walls and I believe also that the plaster itself is unsatisfactory and contains "hot lime" or some chemical which softens and deteriorates the plaster.

It is recommended that two contracts be made up, one to take care of the outside of the building and one for removing the existing plaster and replacing it with new plaster.

The mortar joints should be inspected and repainted where necessary, an epoxi resin should be placed on the ledges of the brick-work just above the windows and a rubber joint filler should be used along the angle iron lintels, after which all the brick work should receive a coat of Silicon Water Repellant applied by spraying at the rate of 1 gal. per hundred sq. ft.

The inside walls could then be replastered and painted.

It is recommended that the entire outside of the building be treated as described but only the three Auditorium walls be re-plastered at this time.

The outside work is expected to cost about four or five hundred dollars and the inside plastering a like amount. Painting, it is presumed, will be done by Town forces.

Very truly yours,

(signed) W. H. Roby

TOWN ENGINEER

c.c. Town Manager

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 18, 1962

The Board of Library Trustees met on Tuesday evening, December 18, 1962 at 7:30 in the Junior Library. Mr. Washburn, Mr.s. Thompson, Mrs. Yood and the Librarian were present. The meeting was originally scheduled for December 11, but had been postponed at the request of Mr. Washburn due to the illness of the Librarian.

The minutes of the November meeting were accepted as prepared and distributed.

Correspondence

Letters of appreciation and thanks from Mrs. Colcord, Mrs. Peggs, and the Staff for the dinner arranged for the Staff by the Trustees.

Miss Carpenter Resigna.

Letter from Lucile F. Carpenter resigning from her position as Young People's Librarian, effective December 31, 1962. In the absence of the Librarian, Miss Carpenter had given oral notice of her resignation to both Mrs. Yood and Mr. Washburn the week of November 26.

Voted: To accept Miss Carpenter's resignation, effective December 31, with the understanding that she will work two days in January to make up time taken for personal reasons the week of December 24, 1962.

Personnel

Applicants

Mrs. Yood reported on the applicants whom she and Miss Stromdahl had interviewed for the vacant positions of Head of Circulation and Young People's Librarian. None of the applicants had the qualifications necessary, however, and so could not be considered. Mrs. Yood also reported that Mrs. O'Day had applied for the position of Young People's Librarian. She also stated that through telephone calls, all Trustees were in accord to offer Mr. Brown one of the positions, preferably the Head of Circulation. The Board felt Mrs. O'Day was still rather new, has not yet taken the course in the Work with Young Adults at Simmons Library School, and should be considered only if a qualified librarian could not be secured.

In her report Mrs. Yood mentioned that she had interviewed Mr. Galvin, Assistant Director of the Library School, Simmons College and had been told that most of the graduate students who expect to get their degrees in January are already located in library positions or interested in special fields.

Voted: That Mrs. Yood should be authorized to act for the board in filling the staff vacancies should she and Miss Stromdahl find satisfactory candidates.

The Board also voted to condirm the action taken by Mrs. Yood as a result of telephone calls to all Board members in offering Mrs. Esther McQuaid the position of Supervisor of Children's Library Activities. Mrs. McQuaid is well qualified by training and experience for this position.

Mrs. McQuaid

Voted: that Mrs. McQuaid should assume the position of Supervisor of Children's Library Activities on February 1, 1963 at the yearly rate of $5532, LS 6, Step 1; subject to approval of the Town Manager.

In Mr. Uek's absence, the Librarian read the following report and filled in details as needed.

Mr. Uek's Report

"Due to excellent cooperation from the departments headed by Mr. O'Hara and Mr. Roby, several projects are finally showing progress.

Main Library - Mr. Roby has completed plans for improved lighting in several areas of the building and work has gone out for bids.

Leaks and Flooding

Work has been completed to eliminate several serious leaks and flooding in the basement area near Periodical Stack Room. This was done by the firms of Kennefick and LeBlanc. It now appears the dry well considered for the opening near Periodical Stack Room, can be eliminated due to the flood control work being done.

Work has also been completed on leaks in the roof above the Art Gallery.

Mr. LeBlanc is continuing the investigation as to leaking radiators in Y. P. Room. A report on this will be made at a future meeting.

Crocker Window Co. is completing the installation of some sections previously ordered but not installed and also is arranging for three combination windows for browsing area directly North of the foyer entrance of Robbins Library. No additional windows or screens can be ordered until new budget is approved.

Gutters have been cleaned by Kennefick Bros.

East

East Branch - Kennefick Bros. now involved in three jobs including repairs to roof, chimney, leaking windows, caulking and the pointing of bricks in the building.

Dallin

Dallin - A report from Mr. Roby is attached and self-explanatory. Most of the money required for the repair of the Dallin Social Hall has been encumbered so the job can proceed and as a consequence, our Maintenance budget will show as being depleted on 12/31/62.

Lighting

In regard to the lighting, it was pointed out that the specifications have been prepared so that all or part of the work could be done according to funds available. In case of insufficient funds when bids have been received, it was voted that the order of preference should be as follows if possible.

1 - Items #1 & 2 2 - Item # 4 3 - Item # 3.

Budget

Voted: to ask the Chairman of the Finance Committee if it would be possible for the library budget sub-committee to meet with the Library Board at the library before the official meeting to discuss the budget.

Print Collection

In answer to a number of questions raised by Miss Wiese in a letter to the Board the following action was taken:

Insurance

Voted: to have the Librarian check with the insurance agent, Robert O'Reilly in regard to a policy which will protect exhibits of prints, those belonging to the Robbins Print Collection as well as those borrowed from other sources.

Exhibit

Voted: to ask Miss Hodges to help the Curator prepare a list of people who should be invited to the Opening of the Print Exhibit to be held in February.

Voted: to authorize the Curator to expend up to $100. for the arrangements for the exhibit, these funds to come from the Robbins Print Fund.

Voted: to make the Gallery and the Reference Room available on Sunday, February 3, 1963 for the opening of the Special Print Exhibit.

Voted: to have Mr. Uek consult with Miss Wiese and Miss Mahoney to find out what is needed in the line of storage shelving under the eaves and then request Mr. O'Hara's help in having the shelves built.

Farewell
Tea
Mrs.
Toohey

Voted: "that in recognition of Mrs. Toohey's many years of faithful service, the Trustees arrange a tea in her honor, ~~the Trustees arrange a tea in her honor~~, the funds to be taken from General Trust Funds."

The Librarian was asked to arrange the date and to ask Miss Hodges to work on the invitation list and help with the general arrangements. The Trustees also specified that they would furnish the corsage and arrange for the centerpiece.

The date of the next meeting was set for Tuesday, January 8, 1963, at the usual time.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 8, 1963

The Trustees met for their regular monthly meeting on Tuesday evening, January 8, 1963 at 7:30 in the Junior Library. Those present were: Messrs. Washburn and Uek, and Mrs. Thompson, Mrs. Yood, and Miss Stromdahl.

The Secretary's report was accepted as prepared and distributed.

Correspondence consisted of the following:

1. Letter from the Board of Selectmen in regard to articles to be inserted in the Town Warrant.
2. Letter from the Town Manager requesting an inventory report on all furniture and equipment in the department belonging to the Town.
3. Letter requesting annual reports to be submitted by January 11, 1963.
4. Letter from the Arlington Ladies' United Nations Lodge in America, requesting use of the Junior Library Hall for several purposes, including a drama course for which a charge of $15.00 is to be made.
5. Letter from the Commonwealth of Massachusetts, including a bulletin (#3) giving changes in list of legal investments.
6. Letter from the Print Curator requesting an expenditure authorization of $25.00 for insurance to cover loan exhibitions.
7. Letter of resignation from Mrs. Toohey from her position as Supervisor of Children's Library Activities.

The following action was taken on this correspondence:

Voted: To write to Mrs. Pellegrino of the Arlington Ladies United Nations Lodge, reminding her of the regulation that "no tickets may be sold and no money making functions may take place..." and that it would be impossible to schedule so many evenings a month for the use of the Junior Library Hall for one group. United Nation Lodge

Voted: To have the Librarian consult the Acting Town Manager in regard to the Inventory to be taken.

Voted: "To authorize the expenditure of $25.00 from the Robbins Print Fund for the purchase of an insurance premium to cover loan exhibitions. The Librarian was instructed to have this done. Ins. Print Fund

Voted: "To accept with extreme regret the resignation of Mrs. Elizabeth Toohey and to instruct the Chairman to write a letter extending Mrs. Toohey the Board's best wishes for success in her new position.

Reports

Trust Funds

Mr. Coughlin

The Town Treasurer, Mr. Francis Coughlin was present to review the Trust Funds with the Board. He presented a detailed report of all funds, presented the bank books and recommended that the Trustees liquidate the Trustees Investment Fund as soon as possible. Mr. Coughlin also clarified the status of the Elbridge Farmer Fund, stating that the income from this fund is now being deposited in a library acoount known as the Elbridge Farmer Library Income Fund. Expendable income as of January 1, 1963 amounted to $4,205,27. Mr. Coughlin stated that all library funds were well invested and that he could not offer any recommendations for improvements.

Building and Grounds

Mr. Uek reported that Crocker Sales had completed the instalation of the windows, money had been encumbered for the repairs at Dallin Branch, and that over $1,000.00 had been expended during the last quarter of the year on the repair of leaks due to recent storms. He also mentioned the need for a new window in the basement area and storm windows for the Young People's Department.

Heat in basement

The question of heat in the basement area used by the Circulation Department for "book slipping" was introduced and it was voted to purchase one electric heater similar to that recommended by Mr. Greim for temporary use until some permanent solution can be found.

Heat in work room

The question of the heating of the middle work room which has no radiator was also discussed and Mr. Uek was requested to see what can be done to improve conditions. Mr. Uek is also to check the thermostats and if there are no automatic controls, to have them installed.

Mr. Washburn reported that another young man had bumped his head on the stairway leading to the top stack area. Voted: "that Mr. Uek check the conditions and proceed to have them corrected if possible."

Mrs. Stolar

Mrs. Yood presented the name of Mrs. Mary Stolar, a graduate of Washington University, St. Louis, with an additional year of law school, who has worked at the Harvard Law Library for a short period, to replace Mr. Brown who has been stepped up to Head of Circulation.

Voted: To hire Mary Stolar as a Professional Librarian, Senior Grade in the Circulation Department at the yearly rate of $4446. LS 4, Min.

Mr. Brown

Voted: To approve the action of Mrs. Yood, previously authorized in stepping up Mr. Brown to the position of Head of Circulation at the yearly rate of $4826. LS 5 Min., effective January 15, 1963.

Mrs. Yood also reported on the numerous interviews which she and the Librarian had arranged with candidates for the position of Young People's Librarian. Mrs. Stella Frimmel, with an MS from Simmons was the most promising, but she had several other positions under consideration. Although her qualifications are excellent, the Trustees decided to see if any additional candidates can be found.

Voted: To amend the action taken on October 9, 1962, by changing the date of the Open House from March 31, 1963 to Sunday afternoon, April 28, 1963.

Dallin Anniv.

Voted: To have the Tea for Mrs. Toohey a joint affair, given by both Trustees and Staff. The Librarian was instructed to confer with the Staff as to their wishes in assuming responsibility for arrangements together with Mrs. Thompson and Mrs. Yood. If the Staff wishes to provide cookies, cakes, etc., the Trustees will assume responsibility for sandwiches and all other costs. Mrs. Yood is to try to secure the services of a dish washer.

Mrs. Toohey

Tea

Mrs. Yood and Mrs. Thompson were appointed a committee of two to select a gift to be presented to Mrs. Toohey by the Trustees.

The opening Tea for the Kennedy Galleries Print Exhibit was discussed. It was agreed that this first exhibit should be for the people of Arlington, and suggestion was made to send notices to Friends of the Library, Clubs and Organizations, Adult Education Groups, etc. It was also decided not to hold an opening tea on Sunday afternoon.

Print Exhibit

Discussion as to the advisability of inserting either an article in the 1963 Warrant or presenting a substitute motion if the Library Capital Outlay Budget is cut was discussed. To complete the renovation program $5,000. is needed for Reference Room Furniture, $2,500. for the new business and other browsing areas and money for insulation and ventilation of gallery area. Voted: to discuss the matter further after the meeting with the subcommittee of the Finance Committee on Saturday, January 12.

Article in Warrant or Sub. Motion

Budget

The next meeting was scheduled for February 12, 1963.

The meeting adjourned at 11:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 12, 1963

The Board of Library Trustees met for its regular monthly meeting in the Junior Library on Tuesday evening, February 12, 1963, at 7:30. Those present were: Mrs. Maude Thompson and Mrs. Molly F. Yood, Mr. Robert J. Brosnan and Mr. J. Milton Washburn, Jr., and Miss Judith E. Stromdahl, Librarian.

The minutes of the last meeting were accepted with one correction. On page three, under the heading of Dallin Anniversary, the words 25th Anniversary Celebration should be substituted for Open House.

Letters from the following were read:

1. Letter of appreciation of library services from Lillian A. Van Tassel of Winchester.
2. Letter of thanks from Mrs. Elizabeth Toohey for the Farewell Tea.
3. Letter from Mr. O'Hara, Acting Town Manager, granting the Librarian permission to install a Docustat Photo copying machine.
4. Letter from Edward Lynch, President M.L.T.A. in regard to the work of the Trustees' Association, inviting the Trustees to become members, and enclosing programs for the up coming M.L.A. meeting.

M.L.T.A.

Voted: To authorize the Librarian to enroll the Trustees as members of the Massachusetts Library Trustees Association.

Reports

Lighting

Mr. Washburn brought to the attention of the Board the omission in the Lighting specifications of new fixtures for the first floor stack area. This has already been discussed with Mr. O'Hara who suggested that a price for this work be secured from the contractor and if funds allow, have him proceed with the work.

First Floor Stack Area

Voted: To proceed with the relighting of the first floor stack area "at the same rate as Item #4 on the contract which was $829. This will include 30 lighting fixtures and wiring for same."

Lighting

Voted: If sufficient funds remain in the Capital Outlay for lighting to install two additional fixtures in aisles of first and second stacks and a wall fixture in the hallway of the lower level in the above order.

Third Stack Stairway

Stairs to third stack

In view of the frequent "head bumping" occurrences of borrowers using the stairs leading to the third stack, the Librarian was instructed to close the stairway to the public and post a notice that borrowers should use the elevator, this action to be taken as soon as the gallery is completed and the elevator made available to the public.

Front Door

Front Door Draft

Mr. Washburn reported a conversation he recently had with Horace Homer, Chairman of the Selectmen, in regard to the problem created in the winter months by the front door. As there is but one set of doors (no vestibule) the constant opening of these doors creates a cold draft at all the desk areas. Mr. Homer suggested the installation of a blower over the door. This problem was turned over to Mr. Uek to explore.

Ventilation

The ventilation problem in the gallery still seems to be unsolved. However, it was decided to wait until the Music Department has been moved into the area and a real test of the effectiveness of the present equipment made by the Staff before any further action is taken.

Dallin Branch

Mr. Washburn reported that two bids had been received for the waterproofing of the Dallin Branch.

Quincy Waterproofing - $ 739.00 - 30 days
Belanger & Company - 1454.00 - 20 days

Mr. Washburn also mentioned that as a result of breakage of the glass panes in the lower side doors of the Branch, galvanized screen panels had been installed. As a deterrent to the boys who jump the fence and use the stairways for social gatherings it was suggested flood lights might be installed to light the entire rear area of the Branch. This problem was also turned over to Mr. Uek to explore.

It was reported that the wooden post supporting the Dallin Branch Library sign had been knocked down. As there is no other mark identifying the Branch, Mr. Uek was assigned the task of checking with Mrs. Thompson to see what action should be taken in regard to a sign.

Custodians

Mr. Washburn reported that Donald Canniff had been terminated because of his appointment to the Police Force and that F Frederick Kendall had been given an emergency temporary appointment.

The question of Mr. Capes was discussed. According to the Librarian he is anxious to get back to work and feels he will be ready to do so in another three or four weeks. It was decided that Messrs. Uek and Washburn should request a meeting with the Town Manager to discuss the matter.

Mrs. DiPesa

Voted: To re-employ Mrs. Carol DiPesa as Young People's Librarian at an annual salary of $5460 - LS 5 Max. This appointment has already been approved by the Town Manager

Dallin Branch Anniv.

Mrs. Yood reported two planning meetings had already been held by Mrs. Thompson, the Librarian and herself for the Anniversary Celebration, and that a program consisting of a little play and greetings from Mr. Howard Hayes and Mr. Washburn had been planned. The Brooks Trio is to be asked to play and the Tower Mothers Club, the Sunshine Club, the Friday Social Club and the Arlington Heights Study Club and the Garden Club are to be asked to help with the Tea and provide flowers for the occasion.

Voted: That expenses for the Celebration be taken from the General Trust Funds.

Fines

Overdues

The Librarian gave a brief report of the fine policy for overdue books of the neighboring libraries. This matter will be discussed further at a later meeting. In the meantime, the Librarian was instructed to notify the Selectmen by letter that this matter of fines is being studied by the Trustees as requested at the Selectmen's meeting on January 7, 1963.

Friends of the Library

Mrs. Thompson reported that notices for a meeting of the Friends to be held on February 20, 1963, had been mailed. Specific plans will be made at this meeting for the National Library Week Program to be held on April 24, 1963, and for which speakers have already been secured.

Speakers

Voted: That the Trustees underwrite the speakers up to $1,000.00, the money to be taken from the Trustees Investment Fund.

Reception

Voted: That the Trustees pay for the Reception following the Program, the money to be taken from the Trustees Investment Fund.

New Business

At the request of the Finance Committee a five year Capital Funds program is being considered. After some discussion it was decided that each Trustee should bring to the next meeting suggestions for a long range program, these to be discussed at a special meeting devoted solely to this subject.

Article 62/62

Expenditures of remodeling funds were reviewed. Of the unencumbered balance of $8700, $6500 has been earmarked for the new desks, leaving very little money for the many projects still remaining before the work is completed.

The date for the next meeting was set for Tuesday, March 12, 1963 at 7:30 p.m.

The meeting was adjourned at 10:45 p.m.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 12, 1963

The Board of Library Trustees met on Tuesday evening, March 12, 1963 at 7:30 in the Junior Library. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn and Judith E. Stromdahl, Librarian.

The Secretary's report of the February meeting was accepted as prepared and presented to the members.

State Aid

A communication from Mrs. Galick of the Massachusetts Division of Library Extension advised the Library Board of the public hearing to be held on Monday, March 25, 1963, in Room 423 at the State House at 10:30 a.m. on S537, a bill to amend the 1960 Act providing State Aid for Free Public Libraries, a copy of which is attached.

Voted: to write the members of the Committee on State Administration and also the Senators and Representatives representing Arlington in the General Court urging favorable action on the bill.

Budget Reports

Mr. Washburn reported that he and the Librarian had met with Mr. Hayes, Chairman of the Sub-committee on Libraries of the Finance Committee on Saturday February 23, 1963 in regard to the 1960 budget. Mr. Hayes furnished Mr. Washburn with a copy of the Finance Committee's recommendations and called attention to the fact that the new furniture for the Reference Room and Business Area had been deleted from the budget. Mr. Hayes mentioned that it had been suggested that the Public Works might be able to build satisfactory tables but no provision was made in the budget for such an experiment. After some study and discussion of the Finance Committee's recommendations the trustees voted unanimously that:

Ref. Rm Furniture

1. The Board is not in favor of having the Public Works Department make the Reference Room furniture.

Business Area

2. Inasmuch as there will be no money with which to furnish the old music room as a business area, it will be necessary to leave the room vacant until funds are made available.

Remodeling

Voted: that funds for cutting down and remaking the old book cases in the mezzanine area be taken from Article 62/62, the work to be done by the Public Works Department.

Building & Grounds

Mr. Uek reported that according to Mr. Roby, work on the outside of the Dallin Branch is to be started next week. Mr. Uek also reported that the side door of the Dallin Branch auditorium is in need of replacement and protective shields are needed for the lights outside the various doorways of the Branch.

Building & Grounds

After some discussion it was agreed that Mr. Uek should look into the problem of installing a shield or glass partition behind the desk to replace the temporary ethylene curtain which was put up for the winter. The money for this project is to be taken from Article 62/62 funds.

Mr. Uek was also asked to investigate the possibility of installing a hot air blower in front of the door of the main entrance. If feasible, the money for the project is to be taken from Capital Outlay Heating Funds.

Hand Rail

A hand rail for the stairs leading to the Music Room is needed. As provision was made in the budget for this item, Mr. Uek was directed to consult the Public Works to have this done as soon as Town Meeting is over and the budget is passed.

Dallin Anniversary

Mrs. Yood reported that a tentative program has been set up for this occasion (April 28, 1963). Rev. Mr. Canaday and Father Brennan have been asked to participate as well as Mr. Hayes, who was on the building committee when the Branch was built. A Library skit has been written by Mrs. Mariner of the Arlington Heights Study Club and Mrs. Helen Thompson and Mrs. Hart of the Library Staff.

Voted: that a sum not to exceed $100. be made available to the committee from the Trustees Investment Fund for the Tea, and $63.00 remaining in the General Trust Fund Account be used for expenses for invitations, pictures, etc.

Friends of the Library

National Library Week

According to Mrs. Thompson, plans for the National Library Week celebration are progressing nicely. Mrs. Spengler has volunteered to take charge of the tickets with Miss Dorothy Greene assisting her. Mr. & Mrs. Frost have agreed to be hosts to Munro Leaf and Mrs. Carlisle will look after the Baroness. Mrs. Thompson also reported that the meeting of the Friends on March 9 was well attended. Additional meetings have been scheduled for March 30 and April 13 at 10:30 a.m.

Increased use of the Library

The Librarian commented on the 13% increase in circulation over February of 1962 and of the mounting need for additional staff. High School and college students are coming to the library in almost overwhelming numbers while the 7th and 8th grade Academically Talented students are being assigned projects which, in former years, would have been difficult for high school students to execute. This past week, as an example, the 8th graders were each required to look up 20 book references, 2 periodical references and 3 newspaper references showing how the economic, cultural and political forces affected the literature of various periods in the history of Russia, Ireland, France, England, and early and contemporary America.

Increased use of Library

For this assignment, the Reader's Guide, the New York Times Index, the adult catalog, adult book collection, and the back files of magazines and newspapers had to be made available to the boys and girls who normally use the Junior Library. Under existing conditions, with the present overcrowded reference room and its staff shortage, Junior High School students cannot be given free use of the Adult Department. As a result, these resource materials had to be collected by the Children's Librarians and brought to the Junior Library for use there. This, too, requires additional staff.

Discipline Problem

The Librarian and the Chairman of the Board also spoke of the growing discipline problem which has developed this past season involving gangs of boys and girls who have been coming to the libraries in the evenings. With the libraries already filled with adults and young people who wish to study and read, these gangs are a disturbing element making it necessary for the librarians to do intensive police work in addition to trying to help the public. The East Branch in particular, with only one librarian on duty, has experienced a great deal of difficulty on Monday evenings during the past season. This matter is to be given further study and consideration before any action is taken.

Capital Outlay Program

The last item discussed was the long range Capital Outlay Program requested by the Finance Committee. Projects mentioned were additions to the present building as well as to the East and Dallin Branches, additional parking facilities, new heating system, bookmobile, furniture for the reference room, air conditioning, and another professional survey of library facilities. As the hour was late, discussion was limited and no conclusions were reached.

The meeting adjourned at 10:45 p.m. after the next meeting had been set for April 9, 1963.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

April 9, 1963

The Board of Library Trustees met in the Junior Library on Tuesday evening, April 9, 1963 at y:30 p.m. Those present were: Mrs. Maude Thompson, Messrs. Brosnan, Uek, and Washburn and Miss Stromdahl, Librarian.

The Secretary's report was accepted as prepared and distributed by mail.

Correspondence

Elevator

1. A letter from F. S. Payne Company regarding the annual test on safety operating mechanism of elevator equipment. The Board agreed the test should be made and directed the Librarian to submit the letter to the Town Manager for his approval and signature.

2. Membership notices from the New England Library Association were received. Voted: to pay the institutional membership fee of $20.00.

3. Letter from the Division of Library Extension advising the Board of the Governor's Conference on Libraries to be held at the University of Massachusetts on April 25, 1963.

Music Dept.

The Librarian quoted excerpts from the Music Librarian's monthly report which, in frief, included expressions of approval and pleasure on the part of the patrons at the expanded Music and Art facilities now available. Miss Mahoney particularly mentioned comments received outside the library from a variety of sources including an illustrator and advertising designer from abroad who praised the art book collection, the Lexington Librarian who lauded the quality of the record collection, Mr. Einzig who expressed appreciation of the opportunity afforded students to hear good music at the library, parents and teachers at the Philharmonic concert who spoke appreciatively of the Music and Art facilities.

Mr. Uek reported on a number of items dealing with both the Main Library and the Branches.

Dallin Branch

After careful analysis, he stated that it has definitely been established that the flaking condition of the walls of the auditorium was not due to hot lime as previously thought, but to moisture from the outside. It has been determined by Mr. O'Hara and Mr. Roby that there is a serious drainage problem involved, water seeping from two directions settling in the hollow at the rear of the building where there is no sun. The trustees unanimously agreed that the condition should be remedied to avoid repetition of previous conditions, especially now that the auditorium has just been redecorated.

Voted: that Mr. Uek should get an estimate from Mr. O'Hara of the cost for correcting this drainage and moisture condition. Drainage at Dallin

As the Arlington Heights Study Club is presenting the Branch with a bronze placque for the outside of the building, Mr. Uek felt that the old wooden sign post which was knocked down during the winter did not need to be replaced, at least for the present. With this opinion, the other board members concurred. Arl. Hgts. Study Club Placque

Mr. Coughlin of the Public Works Dept. had contacted Wilfert Bros. in regard to the new doors needed at the Branch. Wilfert's price for one door for the auditorium, 1 7/8" thick, 3' 6" wide, 6' 10" high, and a pair of doors to replace present front doors, 2¼" thick, 5½"wide, 7' 6" high, with astrical and upper panes of safety glass is $287. Mr. Coughlin said his men will hang and paint the doors. Doors at Dallin

Voted: to have Public Works Dept. proceed with the work. If cost exceeds the amount carried over for the work at Dallin from the 1962 Building & Grounds appropriation plus the $150. allocated in the 1963 budget for new front doors, the excess to be taken from 1963 Building & Grounds. Public Works to do work

Voted: to eliminate the mail slot in the door which is a source of annoyance to the librarian as children drop firecrackers and debris of various kinds through the opening. Dallin mail is to be picked up at the Post Office at the same time that the main library mail is collected in the morning and sent to the Branch with the custodian who goes daily to the branch to clean. Dallin Mail

A requisition of $800. has been sent to Town Hall to authorize Kennefic to continue the work of caulking, pointing, and waterproofing the East Branch Building East Branch

The question of redecorating the interior, now that the budget has been approved, was raised and it was voted "to close the East Branch while this work is done, subject to approval of the Town Manager." It was also suggested that a firm date be secured from Mr. O'Hara as all the books will have to be removed from the shelves before the work can be done. There is no backing to the shelves and the walls will have to be painted all the way down necessitating removal of all shelves. Redecorating East Branch

A hand rail for the long flight of stairs is a necessity. At Mr. Uek's request, Mr. O'Hara's men have looked into the matter and have advised a wrought iron rail in place of a wooden one. The price of a curved rail of such proportions would be prohibitive. A. A. Metal of Woburn have quoted a price of $375. Hand Rail Main Library

Voted: that work of installing the rail should proceed as soon as Mr. Uek has checked the standing of the firm. The money is to be taken from the Warrant article appropriation.

Stack
Lights

One additional area of the Massachusetts Avenue side of the Main stack floor needs lighting. Voted: to get price from Christopher Electrical Company.

Tiling
Floors
MUsic Room
Catalog Room
Lower Work Rooms

Mr. Uek felt that the Music Room work area and the Catalog Room should have priority over the lower levels in the tiling project. The budget request of $1200. had been reduced to $750. by the Finance Committee with the understanding that the Public Works men would do the work. However, in checking prices, it was found that this amount will not be sufficient. Budget figures had been prepared on prices provided by W. B. Hauser Co. For the Music Room area a figure of $229. had been quoted. We now find that $184. of this amount is for the tile, and $45. for one day's labor. The wuotation for the Catalog Room was $257., $167. for tile and $90. for labor. The trustees agreed with Mr. Uek that it would take the Public Works men much longer to level the floors and tile them than it would experienced personnel, bringing the cost close to, or more than the original price. As the Public Works men are not accustomed to this work, the trustees felt it would be wise to have the work done by experts, especially as there appears to be no appreciable saving in cost. It was therefore voted, with the approval of the Town Manager, that the tiling of the Catalog Room, Music work room and basement stack and work room areas be put out on bid with the understanding that the same quality tile be laid as is now in the gallery area, the bid to be broken down into specific areas to be accepted in part or whole as funds permit.

Trees

Mr. Uek reported that Mr. Dolan and Mr. Wright have the trees on their agenda as previously agreed and will see that they are purchased and planted.

Capital
Outlay

The Capital Outlay budget items were checked and the Librarian authorized to proceed with items 3,6,7,8,9,10,11,12,13, and 14, as listed in the budget

National
Library
Week

Mrs. Thompson reported that arrangements for the National Library Week Program were proceeding satisfactorily and that a final meeting of the Friends was scheduled for Saturday morning April 13 to check on ticket sales.

Voted: with the approval of the Town Manager, to close the library at 7 p.m. on April 24 so that the staff might attend the program.

The Librarian reported that plans for the Dallin 25th Anniversary also scheduled for Library Week were well in hand.

In other action the Board voted to purchase a set of law books with Library Trustees Investment Funds.

The date for the next meeting was scheduled for May 14.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 14, 1963

The Board of Library Trustees met on Tuesday evening, May 14, 1963 at 7:30 in the Junior Library. Mrs. Yood, Messrs. Uek and Washburn and Miss Stromdahl, the Librarian, were present.

The Secretary's report was accepted as prepared and sent to the board members. Before proceeding with the regular business of the evening, the Trustees interviewed Miss Eppie Wiese, Print Curator, at her request and clarified a number of problems relating to the Print Collection, namely; 1. The terms of the Insurance Policy. 2. The present emphasis which is being given to exhibits in preference to cataloging. The Trustees expressed satisfaction with the present program, noting that the art exhibits were excellent for public relation purposes. It was suggested, however, that the cataloging of prints should continue whenever possible.

Correspondence included the following:

1. A letter from the members of the Board of Selectmen congratulating the Friends of the Library on their National Library Week Program held on April 24, 1963.
2. Letter of resignation from Mrs. Mary Stolar, effective May 22, 1963.
3. An invitation from the American Legion Post to participate in Memorial Day Exercises.
4. A copy of a letter sent to Mr. W. H. Roby, Town Engineer in regard to the minutes of the Trustees meeting of April 9, 1963.
5. Letter and survey questionnaire from the American Library Association Washington office.

Reports:

Building and Grounds

Work
East
Branch
Painting

Mr. Uek brought the Trustees up to date on the work presently being done at the East Branch by Kennefick Bros. He also reported that the inside painting of the branch is to be postponed until mid-June so that the school children will not be inconvienced when the branch is closed for the work to be done. Because there are no backs to the shelving units, all books must be removed so that the walls can be painted.

Mr. Uek has consulted with Mr. O'Hara in regard to connecting the roof drain at the East Branch to the storm drain on Cleveland Street to prevent further flooding of the cellar. Roof Drain East

Doors at the Dallin Branch have been satisfactorily installed and painted. Screen units for the inside doors have been requested by Mrs. Thompson. Doors Dallin

The rail for the inside winding stairs to the gallery is under consideration and the filing of the floors has gone out to bid.

One additional area of the first floor stack needs more lighting. The price quoted by Christopher Bros. is $75. Voted: to authorize this work. Lighting

One of the recently planted trees appears to be dead and is to be replaced by the Winslow nurseries. Mike Wright is cooperating in this work.

Mr. Uek's report was followed by a discussion of the shrubbery along the outside stairs and it was suggested it be replaced by spreading ewes as recommended by Mike Wright. Shrubbery

The Librarian was authorized to have the custodians remove the Hawthorne tree which is almost dead from the corner of the grounds.

The question of screens for the lower level was discussed. The Librarian was requested to check windows which should be screened in work rooms, staff quarters and Junior Library Hall. It was suggested that combination windows should be installed in all but the Junior Library Hall areas.

Personnel

Mrs. Yood reported that she and the Librarian had interviewed several people for the vacant positions but had no names to present for definite action. One possible candidate for the Head Cataloger's position which will be open in October was a Miss Hazel Palmer, who has her Doctorate in Archaeology but after having worked for ten years at the Museum of Fine Arts, switched to Library work, earning her Master's in Library Science at Simmons in 1962. She is presently working as a Cataloger at the Zion Research Library in Newton. Some of the Board members expressed the feeling that a person of Miss Palmer's background could not be exprected to remain for long in a position not paying more than the Robbins Library can offer.

Mrs. Yood also presented the name of a Mrs. Rosetta Martin who came highly recommended by Simmons School of Library Science. A most attractive girl, with a striking personality, Mrs. Martin is currently employed at the Boston Public Library. In checking her credentials, it was found that Mrs. Martin has had serious personality problems in her present place of employment, probably due to her race. In each of the three positions in which she has worked at the Boston Public Library, Mrs. Martin has been the only negress on the staff. As a result of this poor

recommendation, Mrs. Yood and Miss Stromdahl hesitated to recommend her appointment. No action was taken.

Long Range Planning

Mr. Washburn reported that at her request, he and the Librarian had met with a Mrs. Kulmala of the Planning and Renewal Associates of Cambridge on May 8. This concern is working with the Arlington Planning Board in drawing up a capital improvement program.

Friends of the Library

Mr. Washburn, in the absence of Chairman, Maude Thompson, who is on a trip around the world, reported that the National Library Week observance had been an unqualified success and that over eleven hundred tickets had been sold. He presented the expense report prepared by Elizabeth Hodges. It was voted "to take $100. from the Trustees Investment Fund and apply this sum to the $500. fee for Baroness Von Trapp, the Friends to assume the larger amount of $400.

Mr. Washburn announced that a meeting of the Friends has been scheduled for Monday, May 27, in the Junior Library Hall. Miss Patricia Mahoney has been asked to speak of the services available through the Music, Art and Print Room of the Robbins Library at this meeting.

N.L.Week

Mr. Washburn also announced that the dates for the next National Library Week have been set for the week of April 12-18, 1964.

Mr. Capes

The Librarian reported that she had contacted the Town Manager in regard to Mr. Capes' disability retirement. Mr. Monahan granted Mr. Capes an additional three weeks of sick leave during which period the Town Manager will see that Mr. Capes' application for retirement is initiated.

As soon as Mr. Capes' retirement has become effective, Mr. Washburn and Mr. Uek wish to be given an opportunity to meet with the Town Manager to review the matter of custodians with him.

New Business

The Librarian was instructed to secure an estimate for the installation of an inter-com system connecting the Main Desk with the custodian's quarters from DeMambro Radio Supply Co. Inc.

Summer Closing

The Trustees confirmed the customary Saturday closing of the library during the summer, beginning Saturday, June 15 through Labor Day Weekend, with the approval of the Town Manager.

Concerned at the complaints which are being received at the lack of furniture in the new business department, it was decided that the Town Manager should be requested to arrange a meeting of Mr. Uek and Mr. Washburn with the Board of Selectmen at one of the Board's regular meetings to discuss this matter with the Selectmen.

The next meeting was scheduled for Tuesday, June 11 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

June 11, 1963

The Board of Library Trustees met on Tuesday evening, June 11, 1963 at 7:30 in the Junior Library. Those present were: Mrs. Yood, Messrs. Brosnan, Uek, and Washburn, and Judith E. Stromdahl, Librarian.

The Secretary's report was accepted as prepared and distributed.

Mass. State Fed.

A letter from Mrs. Hazel M. Abbott of Arlington, a member of the Art Committee of the Massachusetts State Federation of Women's Clubs, requesting permission to hold its annual art exhibition and tea in the Robbins Library on Sunday, April 5, 1964, from 1 to 5 p.m. No admission is to be charged.

Audrey Hoeg

A letter from Audrey Hoeg requesting a leave of absence without pay for a period of 6 months because of illness.

Budgets

A letter from the Town Manager requesting 1964 budgets to be submitted on or before October 15, instead of November 1, as has been customary.

Action on Corres.

State Fed.

As the Art Committee of the State Federation of Women's Clubs represents a State wide cultural organization, and as it is an honor to have Arlington Library selected for the exhibit, the Trustees voted "to allow the State Federation of Women's Clubs to hold its art exhibition and tea at the Robbins Library subject to the approval of the Town Manager and with the understanding that the Federation will assume custodial fees."

Audrey Hoeg Leave

Subject to the approval of the Town Manager, the Trustees voted to grant Audrey Hoeg a six months leave of absence due to illness. As all her sick leave has been used up, the leave will be without pay.

Mr. Uek reported the following:

East Painting

Painting of East Branch was practically completed, inside and out.

Gallery Ventilation

Mr. Roby and Mr. Duvall are studying the gallery ventilation problem. Mr. Uek has asked Mr. Roby to submit an estimate for air conditioning as well as for air circulation and has advised him that the Trustees are anxious for recommendations to have the condition correctly rectified now even though it means asking for emergency funds.

Drainage at Dallin

Insula. Gallery

Railing

Mr. Uek also reported that he had spoken to Mr. O'Hara in regard to the drainage problem at the Dallin Branch which must be corrected before next winter, and about tieing in the roof drains at East with the storm drain on Cleveland Street. Mr. O'Hara has also agreed to take care of the insulation over the ceiling in the gallery music room and Mr. O'Leary is getting prices for the railing to be installed along the gallery stairway.

In regard to the tiling, Mr. Uek reported that the Ideal Floor Company of Somerville had been awarded the bid for the gallery work room and the Catalog Room. The rest of the work will have to be done by the Public Works men. The original amount of $1200. requested in the budget, for tiling, was cut to $750. and the bids for the work came to approximately $1100. making it impossible to have all the work done by professional tilers. Mr. O'Hara has agreed to have his men complete the work for the $350. using open stock tiles. Tiling

Mrs. Yood reported that the one qualified applicant who had expressed a real interest in the position of Circulation Assistant had notified the library on June 7 that she had accepted another position, presumably at a higher salary. Because she wanted to settle in this area, this applicant was leaving the Brooklyn Public Library and had agreed to accept a position with the Robbins Library at $5154, thereby taking a cut of about $350. Personnel

During Mrs. Yood's absence (vacation trip to California) Mrs. Thompson has been asked to serve on the Personnel Committee with the Librarian.

Mr. Washburn, in acquainting the rest of the Board with the meeting which he and Mr. Uek had with the Town Manager in regard to custodians, stated that the Town Manager had granted Mr. Capes an additional three weeks sick leave, and said that any request for further consideration must come from Mr. Capes himself. Leave Mr. Capes

In the absence of Mrs. Thompson, Mr. Washburn gave the final financial report for the National Library Week Program. Sale of tickets and books brought in $1430.95 and a balance of $151.50 remains in the checking account after expenses were paid. Fin. report for N.L.W.

Mr. Washburn also reported that a committee meeting was held in the Librarian's office on Monday evening, June 10, at which time speakers for the 1964 Library Week Program were selected. Louis Nizer was chosen to be the main speaker and April 15, 1964 was the date decided upon. N.L.W. 1964 Speaker

Voted: to underwrite the speakers for the Friends of the Library National Library Week Program for 1964 up to $1000., this amount to be taken from Trust Funds. Mr. Washburn mentioned Mr. O'Reilly's resignation as Treasurer for the Friends and Harold Baldwin's acceptance of the job. Friends of Library

Now that the Pullman Kitchen has been purchased and is being installed, rules for its use will have to be drawn up. Mr. Brosnan was appointed to do this. Library Hall Rules

Mr. Washburn called attention to the need for some kind of fans or ventilation in the Catalog Room and the Young Adult Department during the summer months. Y.P. and Catalog Ventilation

Voted: to buy a reversible window fan for the Young People's Department and to seek Mr. Roby's help with the Catalog Room.

Comb. Windows

Voted: to purchase combination windows for the areas where they are most urgently needed, including three windows at the Dallin Branch.

In response to the letter from the Selectmen (see attached copy)

Fines on Overdues

The Librarian reported that fifty questionnaires in regard to fines for overdue books had been sent out to other libraries in Massachusetts with a return of 38. Of this number, 33 libraries indicated the fine charged is two cents a day. As a result of this survey, the Trustees are inclined to keep the fines at the present rate, especially as an increase would undoubtedly cause the library to lose the good will of many patrons. A detailed report is to be made for presentation to the Board of Selectmen through the Town Manager.

Budget

Special meetings for preparation of the 1964 budget will be scheduled so that the budget can be ready by October 15.

and

Salaries

Mr. Brosnan was requested to serve as a Committee of one to study, with the Librarian, the present salary scale and to bring to the next meeting a report on salaries for comparable positions in surrounding towns and cities, with recommendations for possible reclassification where it seems advisable. This action was taken because of the concern which is felt about the vacancies which are difficult to fill with qualified people at present salary rates, and because staff members are leaving to accept more highly paid positions. Mr. Washburn mentioned that he and Mr. Uek had recently discussed this problem with the Town Manager

Interior painting Main Lib. Exterior East

The Librarian was directed to write a letter expressing the satisfaction of the Trustees with the work done by the Public Works men in painting the lower level and Young People's Department at the Main Library and the interior and exterior of the East Branch when the work is completely finished.

The July meeting is to be omitted because of vacations. The Board will meet again on August 13, 1963.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl,
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

August 13, 1963

The Board of Library Trustees met on Tuesday evening, August 13, 1963 at 7:30 in the Junior Library. Mesdames Thompson and Yood, Messrs. Uek, Washburn, and the Librarian were present.

The Secretary's report was accepted as prepared and distributed.

Mrs. Yood presented several names for two of the positions which are presently vacant, and made the following recommendation:

Personnel

Mrs. Girshman

For School Librarian, Rita Girshman of 226 Auburn Street, Auburndale. A graduate of the University of Buffalo in 1951, Mrs. Girshman attended the library school of the University of Pittsburgh during 1962-63 taking courses in Children's Literature, the Library based curriculum, Reference, and the Introduction to Librarianship. She also holds a teaching certificate.

Voted: to hire Mrs. Girshman as a School Librarian at the annual rate of $4884 - LS 4, Step 2, subject to approval of Town Manager.

Shirley Utudjian

For Readers' Adviser - Circulation Department - Shirley Utudjian, 56 Melrose Street, Arlington. A graduate of Northeastern University in 1958, Miss Utudjian worked as a social worker for the S.P.C.C. of Boston for one year, and joined the staff of the Boston Public Library in February 1961 where she is presently employed in the Audio-visual Department. Mr. Gaines, Director of the Personnel Department, Boston Public Library, has recommended her highly. Miss Utudjian has recently moved to Arlington.

Voted: To offer Miss Utudjian the position of Readers' Adviser in the Circulation Department at a yearly salary of $4654 - (LS 4, Min.) with the provision that she be advanced to Step 1 at the end of three months if her work is satisfactory, subject to the approval of the Town Manager.

Building and Grounds

Mr. Uek reported that the ceiling and side walls of the Gallery had been insulated. As there was no resultant improvement in the temperature of the area, Mr. O'Hara set up an appointment with the Head Engineer of Johns-Manville, Co., together with the representative, Mr. Coughlin and Mr. Uek to discuss the matter.

Johns-Manville

This appointment was not kept by the Company representatives, and a second appointment for the following day was also ignored. According to Mr. Coughlin, speaking for Mr. O'Hara, payment is to be withheld until the matter has been satisfactorily settled.

In regard to the other projects, Mr. Uek said he plans to send Mr. Roby a letter listing the projects planned or in process, and asking him as Superintendent of Buildings to see that they are completed as soon as possible, or report on action taken.

Ventilation Music and Art

Of primary importance is the ventilation problem in the Music and Art Gallery. According to Mr. Uek it is highly imperative that this situation be corrected before another Summer season rolls around, even though it means spending a considerable sum of money to correct it. In this opinion the Trustees are in thorough agreement. For eight days during July the department had to be closed; and other days opened on a part time basis because of heat and lack of ventilation. "This must not be allowed to happen again." said Mr. Uek.

Tiling in Basement Catalog Room Gallery Work Room

He again expressed his concern over the recent decision of the Public Works Department not to complete the tiling of the basement floor areas. On the assumption that his department would do this work, Mr. O'Hara was responsible for cutting the budget request from $1250 to $750 for all the tiling called for in the budget. The Catalog Room and the Gallery work room have gone out to bid for $443 leaving ohly $300 to complete the work which will cost over $700 if let out to bid.

Mr. Capes Return - Custodians

Mr. Washburn reported on the meeting which he, Mr. Uek and Mr. Capes had with the Town Manager, which resulted in Mr. Capes once more assuming his duties as Head Custodian after a long period of illness. (See letter attached.) Mr. Washburn also reported on the meeting which he, Mr. Uek, and Mr. Capes had with the Librarian on August 5th. At this meeting it was definitely determined that Mr. Capes should not return to Dallin but be stationed at the Main Library, and it was suggested that he consider taking the afternoon and evening shift which normally does not involve heavy work. Mr. Capes is to plan a Fall schedule to present to the Librarian effective after Labor Day.

Plans for Open House

Mr. Washburn briefly reviewed the plans which the Friends of the Library are making for an Open House for the business men of the town. October has been suggested for this affair. Until a new Board Chairman has been elected to make new appointments Mrs. Thompson agreed to continue to serve in her present capacity.

The report of Trust Funds presented by the Treasurer's office was reviewed briefly as was the statement on the Warrant Article.

Films

For several years it has been the custom for the cost of the films which are purchased for use through the Film Cooperative to be charged to Trust Funds. Following a brief discussion it was voted that this item should be a budgetary one, and the Librarian was directed to include it in the 1964 budget request.

Library Hall

The revised regulations for use of the Junior Library Hall were approved with a number of changes. Copies, as amended, are to be sent to the Trustees for final approval. Plans are in motion to see that necessary equipment is added to the area.

Draperies

An estimate for new draperies for the Reference Room had been received from Mrs. Reingold. As this was more than $200. in excess of what had been made available in the Capital Outlay budget, it

was voted to use the $600, and such additional funds as might be needed were to be taken from Trust Funds. It was also voted to secure firm estimates from a number of other decorators through the Purchasing Department. Draperies

Mr. Uek and Normand Paradis both recommended Ariens Snowblower model S262, 6 h.p. - 26" - listed at $329.95 for purchase. As the Capital Outlay budget allows only $200, it was decided to use Trust Fund money for the balance needed. A discussion of the Power Mower which was recently purchased through the Purchasing Department ensued. According to the custodians the model has been very unsatisfactory, and has given a great deal of trouble. It was the concensus of opinion that a new one will have to be requested within another year or so. The Trustees do not wish to have the same experience in the purchase of a cheap snowblower which will not stand up. Snow-Blower

Mr. Washburn asked for confirmation of action taken by him and the Librarian in giving Miss Wiese permission to buy prints within the budget allotted if she finds any worthwhile material while she is in Europe. The action was approved. Print Collection

An Open House for the public was tentatively planned for Sunday, November 24th, to give the citizens of Arlington an opportunity to see the many improvements which have been completed during the past few years. Open House for Public

The Librarian was directed to ask Miss Hodges to start planning for this event.

August 27th was set for a Special Meeting to start working on the 1964 budget.

The next regular meeting will be scheduled for September 10th.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

August 27, 1963

The Board of Library Trustees met on Tuesday evening, August 27, 1963 at 7:30 p.m. in the Junior Library. Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and the Chairman, Mr. Washburn, and the Librarian, Miss Stromdahl were present.

The Secretary's report was accepted as prepared and distributed.

The rules for the Junior Library and Dallin halls were accepted as revised. Copies are to be mimeographed and distributed to the clubs.

Rules

Voted, after some discussion, "to change the name of the Junior Library Hall to Robbins Library Hall."

Name of Hall

The fabric selected by the committee for the Reference Room windows was approved. It was suggested that Mr. O'Leary be asked to invite Prays, Jordan Marsh, Paines, and C. B. Swift to bid on this job in addition to the bid received from Reingold Interiors.

Ref. Room Drapes

The Chairman reported meeting with the Custodians and discussing work schedules with them for the coming year. Mr. Capes is to work out a winter schedule to present to the librarian by Labor Day.

Custodian Sched.

The rest of the meeting was devoted to a discussion of the 1964 budget. The Librarian was requested to secure an estimate from Mr. Dobson of Remington Rand of the cost of converting the Hall at Dallin Branch into a badly needed Children's Room. She was also to check how many members had been added to the Staff during the last ten years.

1964 Budget

Dallin Childr. Room

According to the precedent of rotating the office, set some years ago, Mr. Robert T. Uek was elected Chairman for the next year succeeding Mr. Washburn who has completed a two year term.

Mr. Uek Chairman

Mr. Washburn was thanked for his devoted service and for the unusual amount of time and energy which he gave to the library during his term of office.

The Date of the next meeting was set for Tuesday, September 10, 1963.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 10, 1963

The Board of Library Trustees met on Tuesday evening, September 10, 1963 in the Junior Library. Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn and the Librarian were present.

The new Chairman, Mr. Robert Uek, called for the Secretary's report which was accepted as prepared.

Correspondence consisted of a letter to Mr. Uek from Mr. Roby, a copy of which is attached together with Mr. Uek's original letter.

Letter from Mr. Roby

The Trustees agreed that Mr. Roby's letter brought up a number of points which need clarification. The Librarian was asked to make an appointment for Mr. Uek and Mr. Washburn to see the Town Manager and talk with him about these matters.

Miss Utudjian

Mrs. Yood reported that no cataloguer has been found to replace Miss Posada who is returning to Colombia in November. She also reported that Miss Utudjian, the new professional assistant in the Circulation Department will assume her duties on September 23, 1963.

Salaries

Mr. Brosnan gave a resume' of library salaries, comparing salaries in Arlington with those of surrounding communities. Copies of a proposed salary schedule were distributed and studied. This schedule is to be redrafted and presented at the budget meeting set for Tuesday evening September 24, 1963. Following Board approval, the Town Manager is to be consulted.

Open House for Business Men

Mrs. Thompson reported that a small committee, headed by Mr. Harry Baldwin, met in the Librarian's office on Thursday evening, September 5, 1963 to discuss the Open House for Business men which the Friends of the Library are sponsoring. Three dates have been selected, October 22, October 29, and October 30, to give Mr. Baldwin, who is to procure the speaker, flexibility in making arrangements. The meeting will be held in the Library Hall and will be followed by a tour of the Library and refreshments after nine o'clock.

Voted: to authorize the expenditure of a sum not to exceed $100. for a speaker. The next committee meeting has been scheduled for Monday, September 16, 1963.

Mrs. Yood Appt. Friends of Libr.

Mrs. Thompson felt that after her two years as coordinator between the Trustees and the Friends of the Library, a change should be made and suggested that Mrs. Yood be appointed in her place. It was decided that Mrs. Yood and the Chairman would work together on this aspect of the Library Program. The Board members expressed their appreciation to Mrs. Thompson for the outstanding job she did as Coordinator.

Custodians Schedules

The Librarian distributed copies of the fall and winter schedules for the custodians as prepared by Mr. Capes. As the Trustees were not wholly satisfied with the schedule, Mr. Capes is to be consulted for changes. The Trustees also agreed that the custodians should rotate their jobs on a yearly basis from September 1 to August 31, giving each man experience at both branches as well as at the Main Building. The duties of each job are to be written up by the men for the next Trustees meeting.

Hall at Dallin Branch

A revision in the rules for the use of the hall at the Dallin Branch by Civic and Cultural groups was made. The Custodians fee will be at the minimum rate of $8.25 for three hours and $2.75 per additional hour or fraction thereof. This fee will be in effect for any evening the hall is used, Monday and Friday included as there is no Custodian on duty on these two evenings that the Branch is open.

Improv. Program Planning Board

Copies of the Capital Improvement Program for Arlington prepared by the Planning Services Group for the Planning Board were distributed. The Trustees were asked to study the report for discussion at the next regular Trustees Meeting.

The Open House planned for November 24 was discussed briefly. It was decided to check with Remington Rand to make sure the new desks would be installed by this date.

New Eng. Lib. Meet

The New England Library Meeting has been scheduled for September 25-28 at the Wentworth-By-The-Sea, in Portsmouth, N. H. At the suggestion of Mr. Washburn it was voted to use $75. from the Trustees Investment Fund to pay hotel expenses for Miss Hodges for the entire conference and for the Librarian for Thursday night.

Mr. Uek requested Mr. Washburn to assume responsibility for the Building and Grounds.

A special meeting was scheduled for September 24, for budget purposes.

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 24, 1963

The Board of Library Trustees met on Tuesday evening, September 24, 1963 at 7:30 p.m. in the Junior Library. Messrs. Brosnan, Uek and Washburn, Mesdames Thompson and Yood and the Librarian, Judith E. Stromdahl, were present.

The minutes of the previous meeting were accepted as prepared and distributed.

Correspondence

Correspondence consisted of a letter of resignation from Luz Posada who plans to return to home in Columbia, So. America.

Duval
re

A copy of a letter to Mr. Roby from Mr. Chester C. Duval with his proposal for the installation of a ventilating system for the gallery for the sum of $1,500.

Air-Cond.

A letter to the Chairman, also from Mr. Duval quoting the price of $4000. for installation of a good combination Air-Conditioning and Ventilation system in the gallery.

Business Men's Open House

Mrs. Thompson gave a report on the plans for the Business Men's Open House scheduled for October 29, 1963. A meeting with a speaker has been planned for 8 o'clock, to be followed at 9 o'clock with a tour of the library and a social hour. A booklist of business books is also to be prepared for distribution.

Mr. Uek and Mr. Washburn reviewed their meeting with the Town Manager at which time the contents of Mr. Roby's letter were clarified.

Salaries
Mr. Brosnan
Committee

Mr. Brosnan reported on the work of his committee on salaries and presented the salary schedule which had been prepared. It was agreed that he, Mrs. Yood, and the Librarian should approach the Town Manager for his approval of the plan before it is presented to the Personnel Board.

Open
Jr. Lib.
Evenings

The question of opening the Junior Library from 7-9 on Monday, Tuesday, Wednesday, and Thursday evenings to take care of the overflow in the Young People's Department was discussed. It was decided to try this plan provided the Town Manager agreed to approve the appointment of a part-time assistant to monitor the room.

The question of having Police help during the same hours, Monday through Thursday was also discussed. The matter was to be referred to the Town Manager by the Librarian.

The remainder of the meeting was devoted to the 1964 Budget.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 8, 1963

The Board of Library Trustees met in the ~~Junior Library~~ Cataloging Room on Tuesday evening October 8, 1963 at 7:30. The following were present: Mesdames Thompson and Yood, Messrs. Uek and Washburn, and Judith E. Stromdahl, Librarian.

The minutes of the last meeting were distributed and approved as prepared.

Letters from the following were received:

Corres-pondence

The American Library Association, urging Friends of the Library to become members.

The First Safe Deposit National Bank of New Bedford notifying the Library that Insulation, Inc. had assigned the accounts receivable due from the Library, amounting to $625., to the Bank.

A Letter of thanks to the Trustees from Luz Posada.

A letter to Mr. Uek from the Town Manager in regard to the partition behind the desk.

A letter to Mr. Uek from the Town Manager in regard to Ventilating and Air Conditioning the Art and Music Area.

Letters from the National Mothers and Wives of War Veterans, Inc., and the Council for Constitutional Reform in Massachusetts, requesting the use of the Library Hall.

Action on Corres-pondence

2 Voted: to check with Mr. Monahan in regard to the letter from the Safe Deposit National Bank.

4 Voted: that Mr. Uek and Mr. Washburn should confer with Mr. Roby in regard to the partition and recommend that the upper part of the partition be made of glass instead of metal.

5 Voted: to have Mr. John F. Barnaby furnish an estimate of the cost of installation of air conditioning equipment as proposed in the letter.

6 Voted: to grant both organizations permission to use the hall if satisfactory time arrangements can be made.

Personnel

Mrs. Yood reported that a Mrs. Compton of Arlington, had been hired as a Cataloger, LS 5, Min., on a temporary basis to fill the vacancy in the Technical Services Department left by the resignation of Luz Posada.

Mrs. Compton

Mrs. Compton is a graduate of Mt. Holyoke College and has taken graduate courses at Syracuse University in Library Science. She has worked in the Utica Public Library, and served as Acting Librarian of the Herkimer, N. Y. Public Library for a short time. If Mrs. Compton proves satisfactory, she will be placed on the permanent staff with the approval of the Town Manager.

Mrs. Boyden

Mrs. Yood also reported that a Mrs. Laura Boyden of Avon Place Arlington, has agreed to work evenings, Monday through Thursday from 7-9 in the Junior Library which is being opened for the High School overflow. Mrs. Boyden is a graduate of Bates College and did some library work while at college. Mrs. Boyden is to be paid at the hourly rate of $2.60 (LS 4-Max)

Building and Grounds

Mr. Washburn reported that there had been a bad leak in the Music and Art Gallery following the recent heavy rains.

Mr. Kennefick's men are trying to locate the leak and make repairs.

Partition behind desk

Mr. Washburn also reported that he had been in conference with Mr. Roby in regard to the glass partition behind the desk at the foot of the circular staircase. Mr. Roby agreed that the upper partition could be made of glass instead of metal and that it would be wise to wait until the desk is installed before proceeding further. The librarian is to contact him as soon as Remington Rand has made the desk installation.

Temp. prt-time asst for Jr.Lib.

The Librarian reported that she had received permission from the Town Manager to hire a temporary part-time assistant for the evening work resulting from the opening of the Junior Library for Young People's overflow.

Asked about the possibility of the library using a Police officer from 7-9 Monday through Thursday evenings, the Town Manager stated that this was not possible in-as-much as the policemen work a minimum of four hours on a special detail. This would be far too expensive for the library budget. The Town Manager agreed, however, to consider temporary appointment of a suitable person if one could be found willing to work a two hour shift four evenings a week. The Town Manager himself will interview such a prospect and decide upon his qualifications.

The Librarian also reported that she and Mrs. McQuaid had attended the Monday meeting of the Elementary School Principals and had discussed School Library problems of mutual interest.

The rest of the meeting was devoted to the 1964 budget.

The meeting was adjourned at 11:30 p.m. after the date for the next meeting had been scheduled to be held at the Dallin Branch on November 12, 1963.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 8, 1963

Revised Copy

The Board of Library Trustees met in the Catalog Department on Tuesday evening October 8, 1963 at 7:30. The following were present: Mesdames Thompson and Yood, Messrs. Uek and Washburn, and Judith E. Stromdahl, Librarian.

The minutes of the last meeting were distributed and approved as prepared.

Correspondence

Letters from the following were received:

1. First Safe Deposit National Bank of New Bedford notifying the library that Insulation, Inc. had assigned the accounts receivable due from the library, amounting to $625., to the Bank.

2. Letter to Mr. Uek from the Town Manager in regard to the partition behind the desk.

3. Letter to Mr. Uek from the Town Manager in regard to Ventilating and Air Conditioning the Art and Music Area.

4. Letters from the National Mothers and Wives of War Veterans, Inc., and the Council for Constitutional Reform in Massachusetts, requesting the use of the Library Hall.

5. American Library Association, urging Friends of the Library to become members.

6. Letter of thanks to the Trustees from Luz Posada.

The following action was taken on this correspondence:

1. Voted: to check with Mr. Monahan in regard to the letter from the Safe Deposit National Bank.

2. Voted: that Mr. Uek and Mr. Washburn should confer with Mr. Roby in regard to the partition and recommend that the upper part of the partition be made of glass instead of metal.

3. Voted: to have Mr. John F. Barnaby furnish an estimate of the cost of installation of air conditioning equipment as proposed in the letter.

4. Voted: to grant both organizations permission to use the hall if satisfactory time arrangements can be made.

Reports

Personnel

Mrs. Yood reported that a Mrs. Compton of Arlington, had been hired as a Cataloger, LS 5, Min., on a temporary basis to fill the vacancy in the Technical Services Department left by the resignation of Luz Posada.

Mrs. Compton is a graduate of Mt. Holyoke College and has taken graduate courses at Syracuse University in Library Science. She has worked in the Utica Public Library, and served as Acting Librarian of the Herkimer, N. Y. Public Library for a short time. If Mrs. Compton proves satisfactory, she will be placed on the permanent staff with the approval of the Town Manager.

Mrs. Yood also reported that a Mrs. Laura Boyden of Avon Place, Arlington, has agreed to work evenings, Monday through Thursday from 7-9 in the Junior Library which is being opened for the High School overflow. Mrs. Boyden is a graduate of Bates College and did some library work while at college. Mrs. Boyden is to be paid at the hourly rate of $2.60 (LS 4-Max).

Building and Grounds

Mr. Washburn reported that there had been a bad leak in the Music and Art Gallery following the recent heavy rains.

Mr. Kennefick's men are trying to locate the leak and make repairs.

Mr. Washburn also reported that he had been in conference with Mr. Roby in regard to the glass partition behind the desk at the foot of the circular staircase. Mr. Roby agreed that the upper partition could be made of glass instead of metal and that it would be wise to wait until the desk is installed before proceeding further. The librarian is to contact him as soon as Remington Rand has made the desk installation.

The Librarian reported that she had received permission from the Town Manager to hire a temporary part-time assistant for the evening work resulting from the opening of the Junior Library for Young People's overflow.

Asked about the possibility of the library using a Police officer from 7-9 Monday through Thursday evenings, the Town Manager stated that this was not possible in-as-much as the policemen work a minimum of four hours on a special detail. This would be far too expensive for the library budget. The Town Manager agreed, however, to consider temporary appointment of a suitable person if one could be found willing to work a two hour shift four evenings a week. The Town Manager himself will interview such a prospect and decide upon his qualifications. In the meantime, it was suggested that the officer on the beat be requested to walk through the library at least twice every evening, if possible.

The Librarian also reported that she and Mrs. McQuaid had attended the Monday meeting of the Elementary School Principals and had discussed School Library problems of mutual interest.

The rest of the meeting was devoted to the 1964 budget.

The meeting was adjourned at 11:30 p.m. after the date for the next meeting had been scheduled to be held at the Dallin Branch on November 12, 1963.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 12, 1963

The Board of Trustees held its regular monthly on Tuesday evening, November 12, 1963 at the Dallin Branch Library. Those present were: Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn, and Judith E. Stromdahl, Librarian.

The minutes of the previous meeting were accepted with the following changes:

1. On page, the order of the "voted action" should conform with the order of the correspondence listed above.

2. The sentence - "In the meantime, it was suggested that the officer on the beat be requested to walk through the library at least twice every evening, if possible" should be added to paragraph 7 on page 2.

It was requested that revised copies with these corrections be mailed to the trustees.

Correspondence

Letter to Mr. Washburn from Bertha Hamilton commending the trustees on the Open House for Business Men, including also a comment on the unsuitable furniture presently being used in the area.

Letter to the Chairman, Mr. Uek, from Mr. Richard Chapman, President of the N. E. Merchants National Bank, expressing pleasure that Harry Baughman had been of service to the library. (Speaker at Business Men's Open House)

Letter from Mr. O'Hara authorizing payment of bill from Insulation Contractors, Inc., which had previously been held up at Mr. O'Hara's request.

Reports

Friends

Friends of the Library - Mrs. Yood reported that attendance at the meeting for Business Men was 111, a capacity crowd for the Library Hall. Fourteen of this number requested to become new members of the "Friends of Robbins Library."

Speaker for N L W

Mrs. Yood also mentioned the well attended committee meeting held on October 26, 1963 in the librarian's office to discuss speakers for National Library Week. After some deliberation, Maxime Berlitz Vollmer was selected as the second speaker, Louis Nizer already having been secured for the main speaker.

Personnel

Mrs. Yood reported that Mrs. Eleanor Compton who had been hired as a Cataloger on a temporary trial basis had not proved satisfactory and had been terminated as of October 31, 1963, leaving this key position vacant again.

Building and Grounds

Mr. Washburn reported that, at Mr. Roby's request, the Mystic Gas Company had sent two representatives to check the feasibility of installing some kind of a heating unit above or near the front doors of the Main Library to eliminate the drafts during the winter months. An Infra-Red Gas heater was recommended and a report with all necessary information is being prepared for Mr. Roby by the company representatives.

Roof

It was also reported that Kennefick Brothers were to be asked to check the roof once more as it appeared as tho there was still some leakage following the recent heavy rain storms.

Dallin Door

The new front doors at the Dallin Branch have proved to be quite unsatisfactory. Mr. O'Hara was contacted on Friday, November 8, he sent Mr. Cormier to work on them so that they could be opened easily. But Mr. Wilfert, from whom the doors were purchased, has also been requested to look at the doors as the seams have opened.

Salaries

Mr. Brosnan reported that he, Mrs. Yood and the Librarian had met with the Town Manager in regard to revision of the library salary scale, and that a meeting with the Personnel Board would be scheduled in the near future, most likely on a Thursday evening.

OPen House

As the new desks will not be installed by November 24, the Open House which had been planned for that date has been postponed until early in 1964. Word from Mr. Dobson of Remington Rand indicates that the desks are to be shipped on November 29, will arrive in Arlington on December 3 or 4, after which ten days will be needed for installation.

A telephone call from Mrs. Reingold brought news that the drapes for the Reference Room are completed and will be installed on Friday morning, November 15, 1963.

Voted: To have photographer take pictures of the Reference Room before and after the new desks are installed.

Christmas Party

Voted: To arrange a Christmas Party to which staff members, trustees, and wives and husbands be invited, the party to be held either on the Saturday evening of December 7 or December 14, which ever date is the choice of the staff members, expenses to be taken from the Trustees Investment Fund.

Holidays

Voted: to follow the usual procedure, closing the Main Library and Branches at twelve noon on December 24 and at 6 p.m. on New Year's Eve, December 31, with the approval of the Town Manager.

The next meeting was scheduled for December 10, 1963, place to be designated at a later date. Meeting adjourned at 9:55 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

December 10, 1963

The Board of Trustees met on Tuesday evening, December 10, 1963 at 8 o'clock with Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian present. The meeting was held in the Technical Services Department.

The Secretary's report was accepted as prepared and distributed.

Correspondence

A letter from Mrs. Burnett Baron commending Mrs. Colcord, Librarian of the East Branch. In closing she wrote, "We of Arlington are fortunate to have persons of this calibre to serve us."

A communication from the Massachusetts Division of Library Extension in regard to the 1964 State Aid for Free Public Libraries. (see attached copy)

List of the Acts of 1963 sent by the Town Clerk.

Correspondence

Copy of a letter to Police Chief Ryan from the Town Manager requesting appropriate action on the Library's request for Police cooperation.

Copy of a letter to Mr. Wilbur Roby from John F. Barnaby in regard to installation of air-conditioning in the gallery.

Mr. Washburn reported the following:

Building and Grounds

The dry well at the rear door of the Library Hall has been completed.

The storm drain at the East Branch has been connected to the street sewer.

Roofs Main Lib. & East

Kennefick reported he had checked the roof of the Main Building after the recent storm and can find no more leaks. At the East Branch, however, the roof needs repair, a leak having shown up during the last severe storm.

Unite above door

According to Mr. Roby, the Mystic Gas Company has advised him that installation of heating units above the front door of the Main Building is not feasible.

Tile Gallery Floor

A serious condition has developed in regard to the tiling of the gallery as the nail heads of the under flooring are beginning to break through the tile in many spots. The general contractor, Mr. Manzelli has been contacted and requested to look into the matter.

The gallery floor was washed for the first time since last May. As the library is open from 9 until 9 each day, the only time this large area can be cleaned is on a Sunday which means overtime.

Floors in Gallery

According to Mr. Capes, it took all the men 8 hours on Sunday, November 30, to wash and polish the floor with two coats of wax. This work was done under the supervision of Mr. Smith, Asst. Superintendent of Custodians who volunteered his services. Mr. Washburn posed the question as to whether it might not be cheaper to hire a commercial firm to wash and wax this area in the future. This possibility is to be checked.

Personnel Board

Mrs. Thompson and Mr. Washburn reported briefly on the meeting they and the librarian had with the Personnel Board on Thursday evening, December 5, 1963, in regard to a new salary schedule for the library.

Staff & Trustees Christmas Party

Arrangements were made for the Library Christmas Party to be held on Saturday evening, December 14, 1963 at 8 o'clock. Mr. Uek and Mrs. Thompson are to show slides of their recent trips, Shirley Utudjian is to be asked to sing and Miss Mahoney to play her violin. Mrs. Yood volunteered to arrange for the refreshments.

At the Chairman's suggestion, it was voted to hold the postponed Open House on February 22, 1964, in the afternoon, details to be completed at the January meeting.

Ventilation

After some discussion, in view of the amount of Mr. Barnaby's estimate of the cost of installing air-conditioning in the gallery ($11,833.) it was the unanimous opinion of the board members that this was too large an item to include in the budget. It was therefore voted that an article for this air-conditioning should be inserted in the Warrant for the 1964 Town Meeting and the Librarian was instructed to contact Mr. Purcell in regard to preparation of the article.

Dallin Branch

The Librarian was instructed to request Mr. Purcell to draw up an article for inclusion in the Warrant for the 1964 Town Meeting requesting funds for conversion of the Community Hall of the Dallin Branch to a Children's Room. Items to be included are heating, furniture and cement walk from Paul Revere Road to the rear door of the branch.

Survey

In anticipation of long range planning, it was voted to instruct the Librarian to secure an estimate for a survey of the physical needs of the library to present to the Town Manager and the Finance Committee for inclusion in the budget.

Bonds

Mr. Coughlin advised the Board that some of the Robbins Art Fund and Children's Book Fund bonds had matured and offered two suggestions for reinvesting. The funds could be placed in a Savings Bank notice account and earn 4½ % interest or as bank stocks are now on the approved list, the money could be invested in any of the better New York or Boston bank stocks. The Trustees indicated a preference for the second course of action, but voted to have Mr. Brosnan confer with Mr. Coughlin, after which he could poll the Trustees if, in his opinion, the funds should be placed in a Savings Bank.

Mrs. Yood reported that Anton Kovar had approached her as he had earlier contacted the Librarian in regard to the gift of a Walden-Thoreau collection which he wished to make the library through his will. The Trustees expressed extreme interest but suggested Mr. Kovar be advised that such a gift should have no strings attached to it.

Gift
Anton
Kovar

The financial statement was studied and the Librarian was instructed to use the balance to have the roof at the East Branch repaired at an estimated cost (LeBlanc) of $100.

It was voted to invite the Town Planner, Mr. Harry Miller, to a Board Meeting, probably in February.

The next meeting was set for January 14, 1964.

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

January 14, 1964

The Board of Library Trustees held its regular monthly meeting on Tuesday evening, January 14, 1964 at 7:30 in the Technical Services Department. Those present were: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the last meeting were approved. Correspondence consisted of the following:

Air-conditioning

A letter from the Board of Selectmen advising the trustees that Warrant articles must be submitted on or before Monday evening, January 20, 1964, a letter from the Town Engineer stating that air-conditioning of the Catalogue Room will cost approximately $1,200. and a communication from the Personnel Board in regard to its recommendations for salary increases.

Cleaning Floors Main Library

Concerned with the condition of the floors of the library, due in large part to the winter conditions, and also the limited time the custodians have to work on the floors because of long library hours, Mr. Washburn reported that he had contacted Mr. Lowenstein of the Clean-Rite Company in regard to possible contact service for the library. Mr. Smith, Supervisor of Custodians, was also contacted. It seemed to be the opinion of both Mr. Lowenstein and Mr. Smith that the necessary cleaning could no longer be done during the day time and that a night schedule of work would have to be put into effect. Mr. Washburn further reported that Mr. Smith had talked with the Town Manager who was definitely not in favor of contracting for cleaning services. Mr. Smith is studying the problem; he has talked with the custodians and together they are to work out a satisfactory schedule which will afford ample time for washing and waxing of all the floors and yet have the building covered at all times, if possible.

Cleaning Floors

Mr. Washburn presented the program submitted by the Clean-Rite Company. Even though it cannot be accepted by the library, the work schedule, as presented, can prove to be very useful to the library custodians. The librarian was requested to write the Clean-Rite Company, thanking them for their cooperation and advising Mr. Lowenstein that the Town Manager does not favor using outside companies for Janitorial Services.

Dallin Branch

Mr. Washburn also reported that the grading at Dallin could not be done until spring and that a requisition has been sent to Town Hall for four aluminum combination windows for the lower level work areas. Mention was also made of the difficulty which is being experienced with the new doors recently installed by the Public Works Department, at the Dallin Branch. On three occasions the Branch Librarian has been unable to lock the door at closing time and has had to send for Mr. Capes. Mr. Coughlin of the Public Works is to get in touch with Mr. Wheatly, the locksmith at Shattuck's from whom the lock was purchased.

Now that the new desks have been installed, estimates for the glass backdrop are to be secured. It was suggested that jallousies be considered.

Personnel

Cataloger

Mrs. Yood reported that no cataloger has been found to replace Miss Posada. Letters have gone out to a number of possible candidates; Simmons School of Library Science has been contacted as has the Division of Library Extension. People who are interested in the job will not come for the salary available.

Young Adults Libr.

Mrs. Yood also apprised the Board members that the Young People's Librarian, Mrs. DiPesa, has tendered her resignation as of April,1, for family reasons. It was voted to ask Mrs. O'Day if she is interested in this position. As Mrs. O'Day is working for her Master's Degree at Simmons, it was suggested she be advised to take the course in Young Adults Work if she would like to become the Young Adults Librarian.

Warrants

Air-Conditioning

Dallin Branch

It was voted to insert two articles in the Warrant for the 1964 Town Meeting. The first article is for the air-conditioning of the Music Gallery and Catalog Room, and will require an expenditure of $13,033; the second is for conversion of the meeting hall at the Dallin Branch into a Children's Room to alleviate the present overcrowded conditions. This can be done at an approximate cost of $6,500., $6,000. for shelving and furniture, $200. to correct the heating problem and $300. for the walk from Paul Revere Road to the back doorway to be used for the Children's Room entrance.

Salaries

The letter from the Personnel Board regarding salaries (see copy attached) was discussed. Examination of the increases granted revealed that in all but two categories, the raises merely represented a $208. or 4% increase. The trustees were somewhat disconcerted over the fact that the library was to be excluded, along with the Fire & Police Departments, from the article requesting an across the board increase for Town Employees. Information received indicates that the raises recommended for Fire & Police Departments average considerably more than the recommended for the library staff. "It is the considered opinion of the Trustees that the library personnel should be treated on an equal basis and given the same consideration as the police and fire personnel." This problem will be given further consideration.

National Library Week

Following the discussion of the upcoming National Library Week Program, it was agreed that Mrs. Yood and Mrs. Thompson should decide upon a date for a meeting of the Friends to be held before February 11, the date of the next trustees meeting. Further suggestions were made for speakers in the event that Louis Nizer notifies the committee he will not be able to keep his commitment with Arlington. John Ciardi and Vance Packard were among those mentioned.

It was voted to hold the Open House on February 22. The Librarian was requested to set in motion proper publicity in the form of posters, flyers, newspaper stories, etc., and to prepare a letter of

invitation to be sent to a selected list of town officials, etc. It was also voted to ask the Friends of the Library to take charge of simple refreshments for the occasion.

It was voted to invite the Town Planning Committee to meet with the Library Board to discuss long range plans. April 7 was suggested as a tentative date for this meeting.

Voted, to hold the April meeting on the first Tuesday instead of the second Tuesday as the latter date is the evening before the National Library Week Program.

The date of the next meeting is scheduled for February 11, 1964.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 11, 1964

The Board of Library Trustees met in the Technical Services Department of the Robbins Library on Tuesday evening, February 11, 1964 at 8 o'clock. Mesdames Thompson and Yood and Messrs. Brosnan, Uek and Washburn and the Librarian, Judith E. Stromdahl, were present.

Print

Before proceeding with the regular meeting, the trustees met with the Curator of the Robbins Print Collection and approved the purchase of an original color lithograph by Maurice Utrillo for $110.00.

The Secretary's report was accepted as prepared.

Letters included the following:

Correspondence

Copy of a letter to Mr. Monahan from Mr. Roby in regard to the termite control, including the new proposal made by the Waltham Chemical Company amounting to $951.00.

Will

A letter from Paul S. Rich, including a check for $1,000.00; a bequest, with conditions, under the will of Isabelle Lawrence Hadley.

A letter to the Department Heads of Town Manager Departments reminding them that copies of all outgoing correspondence must be forwarded to the Town Manager.

Young Adult Lib.

Mrs. Yood reported that Mrs. Marie O'Day, A Reader's Adviser in the Circulation Department, was happy to be advanced to Young Adult's Librarian to replace Mrs. Carol DiPesa whose resignation becomes effective April 1, 1964. Mrs. O'Day is presently working for her Master's Degree in Library Science and is this semester taking the specialized course in work with young people.

Voted: to advance Mrs. O'Day to Grade 5, Step 1 ($5174.) subject to the approval of the Town Manager.

Reader's Adviser

Mrs. Yood also presented the name of Mrs. Sheila Brownstein for the position of Reader's Adviser to replace Mrs. O'Day. Mrs. Brownstein received her A. B. degree from the London University & Polytechnic, was reference librarian at the General College, Boston University, from 1948-1952, and organized and operated a school library in the Mason-Rice School in Newton Centre, during the years 1960-63. Her references were unusually fine.

Mrs. Brownstein

Voted: to hire Mrs. Brownstein as a Reader's Adviser in the Circulation Department at an annual salary of $5014, Grade 4, Step 3, subject to the approval of the Town Manager.

Storm Windows
Termites
Floor Gallery
Custodians
Library Hall

Mr. Washburn reported that storm windows had been installed in the Historical and slipping rooms, that the Librarian had talked with the Town Manager who subsequently had taken action in regard to the termites and the floor of the Music and Art Gallery. Mr. Washburn also reported that all the floors had been washed and polished under Mr. Smith's direction and that a new program of upkeep would be initiated. The custodians worked 97 hours on this project. Overtime costs amounted to $494.15 for the custodians and $132.04 for Mr. Smith. The trustees asked the librarian to have a meeting with Mr. Smith, Mr. Capes, and Mr. Paradis, to discuss a new schedule for both the new custodian, James Campbell, Jr. who is replacing Fred Kendall, and the present custodial staff. Some changes in schedule of payment for overtime use of the library hall must also be worked out if there is to be a custodian on duty until midnight.

Intercom service

At the suggestion of the Finance Committee, inquiries were made of the New England Telephone and Telegraph Company in regard to the cost of additional instruments at stations not now covered, custodian quarters, staff quarters, and library hall, for intercommunication purposes only. It was found that interior telephones could be installed for a $10.00 fee and a monthly payment of $6.00 added to the telephone bill.

Budget Capital Outlay
Telephone

Voted: to notify the Finance Committee that the request for $600.00 for the item under Capital Outlay entitled Communication System on page 12 of the supporting information of the budget might be deleted and the sum of $85.00 be added to the telephone under Expenses, if the committee so desired.

N.L.Week Speaker

Mrs. Yood reported that Louis Nizer will be unable to speak at the National Library Week Program but that Capt. James Calvert had been booked in his place.

Trustees pay for Speaker
Trust Funds

Voted: that the Trustees underwrite the speaker, if necessary, up to $1,000.00, the money to be taken from Trust Funds.

Voted: that the Trustees pay for the reception following the program, the money to be taken from Trust Funds.

It was agreed that a book exhibit should be planned, that a book list be printed, that Miss Vollmer be asked to speak about thirty minutes and Mr. Calvert forty-five minutes.

It was decided not to invite Mrs. Peabody, the State Citizens Chairman for National Library Week.

Open House

It was definitely decided to hold Open House on Sunday afternoon, April 10, 1964 from two to five, and the librarian was requested to start making plans and preparing publicity for the affair.

Salaries

The action of the Personnel Board in regard to salary increases was discussed. It was the unanimous opinion of the Board members that it seemed almost impossible to succeed in securing salary changes through the Personnel Board. Another year the trustees feel it might be to their advantage to insert an article in the warrant signed by ten citizens.

The trustees voted to extend the staff, through the Librarian, an expression of appreciation for the gift of table settings presented to the library by the staff for use at library social functions.

Coffee Hour

Miss Hodges

The Librarian announced that the assistant librarian, Elizabeth J. Hodges, is to have her book, the Three Princes of Serendip, published on March 20, 1964, by Athaeneum Press, and that the staff was planning a morning coffee hour on March 17 in her honor. Librarians from neighboring cities and towns and members of the Charles River Library Club are to be invited.

Voted: to present Miss Hodges with a corsage on this occasion, Mrs. Yood to order same.

The meeting adjourned at 10:45 after setting March 10, 1964 for the next meeting date.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 7, 1964

The Board of Library Trustees met in the Technical Services Department on Tuesday evening, April 7 at 7:30 p.m. Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn and Judith E. Stromdahl, Librarian, were present.

The Secretary's report was accepted as prepared and distributed.

Correspondence

Correspondence consisted of a letter of resignation from Susan E. Casey of the Junior Library Department, effective April 15, 1964, a letter of appreciation from Elizabeth J. Hodges and a letter from the Town Treasurer, Francis A. Coughlin in regard "to the purchases made on behalf of the Robbins Library during January 1964".

Voted: to accept Mrs. Casey's resignation with regret and thanks for loyal service.

Gift
Mrs. Hadley

Voted: to ask Mr. Coughlin to place the $1000. gift of Isabelle L. Hadley in a bank paying 4¼ % interest rate.

Boiler
at
Dallin

Mr. Washburn reported that a burned out ignition relay caused the boiler at the Dallin Branch toexplode on March 10, causing the doors to be blown off, water leakage, and the window of the boiler room to be shattered. As a result the branch was closed on Wednesday morning, March 11, for emergency repairs by the Petroleum Heat & Power Company. The windows were replaced by men from the Public Works Department. The question of possible insurance coverage was raised and the Librarian was requested to speak to the Town Manager in this regard.

Basement
Floors

Mr. Washburn also mentioned that Mr. O'Hara has suggested that it might be wise to consider putting cement floors in the basement area if the present wooden ones have to be ripped up by the Waltham Chemical Company in treating the area for termites.

Intercom
installed

The leak in the ceiling of the adult reading alcove has been repaired by Kennefic Bros., the intercommunication telephones installed in the custodians quarters, staff quarters, and the library hall, and the temporary partition removed from behind the return desk. Theodore Schwamb Company will install the permanent partition.

The Librarian was asked to contact Mr. O'Hara in regard to repair of the stone steps at the Junior Library entrance.

Personnel

Mrs. Yood reported five vacancies on the staff with no immediate prospects of filling them. Simmons College, Bridgewater and Salem Stare Colleges, B. U. School of Education as well as the liberal arts colleges have been approached as has been the Division of Library Extension of the Department of Education.

Mrs. Yood said she had been advised that the new Simmons Library School graduates were starting at a salary of $5500. It was agreed that Mrs. Miller, who has been accepted by the Peace Corps for library work in Nepal, should be advised to contact the Robbins Library when her tour of duty was completed. If, at that time, a staff vacancy should exist, she would be given preference as her work has been very satisfactory and it is with regret that the Board accepted her resignation. Mrs. Miller

Mrs. Yood also reported that Mrs. McQuaid and the librarian are not satisfied with Mrs. Gershman's work performance as a School Librarian and recommended that Mrs. Gershman not be rehired for the next school year. (Mrs. Gershman was new in September 1963) If the Town Manager agrees, she will be so informed early in May. Mrs. Gershman

The Librarian reported that the opening Tea for the Art Exhibit of the Massachusetts Federation of Women's Clubs held on Sunday afternoon was a most successful affair with several hundred attending. Scores of people exclaimed over the beauty of the Robbins Library Building and several gentlemen from Winchester and Wellesley were interested in the Robbins Library budget, etc. The members of the Art Committee itself were most appreciative of being allowed the use of the Art Gallery for exhibiting their pictures. Mass. Fed. of Women's Clubs

Mrs. Yood brought the Trustees up to date on details of the Library Program tobe presented on April 15. It was agreed that "Invitations to the Trustees Reception should be extended to the members of the Personnel and Finance Boards. Nat. Lib. Week

The Board accepted the date suggested by the Planning for a joint meeting of the two boards. Consequently the Boards will meet in the Library Hall on Wednesday, April 29, at 8 p.m.

The Trustees agreed that a joint meeting with the Personnel Board might also be desirable and voted to extend the Personnel Board an invitation to meet with the Trustees on either May 5 or 7, to discuss mutual problems, after clearing this action with the Town Manager.

The Trustees voted to express their appreciation of the support given the library budget by the Finance Board by calling members individually and thanking them for their cooperation.

The Capital outlay budget was reviewed and the Librarian was authorized to proceed with procuring the equipment through the Purchasing Department. Specifications are to be secured for the furniture for the Reference Room and for the shelving and furniture for the Dallin Branch as soon as possible so that these items may be put out to bid.

The Trustees agreed to participate in the program of the Eastern Massachusetts Regional Library System, with the understanding that in no way will this membership "interfere with the autonomy of the trustees of the Robbins Library in respect to their conduct

of their library's own regular operations for the benefit of their own town."

The date of the next meeting was set for May 12, 1964 at 7:30 p.m.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

May 12, 1964

The Board of Library Trustees met on Tuesday evening, May 12, 1964, in the Historical Room. As there was no quorum until 9:40 p.m. the meeting was rather brief. Present were Messrs. Uek and Washburn, Mrs. Thompson and Miss Stromdahl.

The Minutes of the last meeting were accepted as prepared and disbributed.

Correspondence included a letter from the director of the Division of Public Libraries, advising the Board that the Robbins Library "had met all the requirements of the law and the minimum standards promulgated by the Board of Library Commissioners for participation in the grant program" and that "Arlington has been duly certified for a 1964 State Grant of $12,488.25."

State
Aid

A second letter from Mr. O'Leary advised the library that Mr. Monahan had instructed him to set up a separate account in the Public Works Bookkeeping Division to handle the work described under Article 94 of the 1964 Warrant.

Article
94
1964
Warrant

A note from Mrs. Hazel Walkup, Chairman of the Art Division of the Massachusetts Federation of Women's Clubs, expressed appreciation of the cooperation given in connection with the eleventh annual Artist's Tea and Exhibition held in the Robbins Library on April 5, 1964.

The Librarian, in the absence of Mrs. Yood, presented the qualifications of a Mrs. Bodil Gilliam of 88 Duff street, Watertown for the position of School Librarian. A graduate of George Washington University, D. C. in 1956, with a Master's in Library Science from Simmons in 1964, Mrs. Gilliam received the highest of recommendations from Simmons College. Dr. Rollo G. Silver, Prof. of Library Science, in his recommendation stated "The employer who has Mrs. Gilliam on the staff will be a very lucky person. Mrs. Gilliam is one of the smartest, most attractive, and most charming ladies I have ever met, in or out of library school. During twelve years of teaching, I have had only one other student who has received a similar recommendation."

Mrs.
Gilliam

Voted: to hire Mrs. Gilliam at an annual rate of $5230. LS 4, Step 2, with the approval of the Town Manager.

The librarian also stated that several other applicants were being interviewed within the next week.

Voted: to authorize Mrs. Yood and the librarian to use their judgment in selecting applicants to fill the remaining positions at whatever salaries which seemed advisable under the Classification and Pay Plan.

The Librarian was instructed to get prices for screens and storm windows for four of the windows of the Reference Room. She was further instructed to put through a requisition for combination windows for the new children's room at the Dallin Branch. Screens & Storm Windows

It was reported that the air conditioning units had been purchased for the Music and Art Gallery and that specifications for the plumbing and electrical work involved were being prepared by Mr. Roby.

At Mrs. Yood's request, Mr. Uek reported that Mrs. Yood wished to arrange another meeting of the Friends of the Library. May 25, 26, or 27 were suggested as possible dates. Friends

The Librarian suggested it might be well to visit some of the new libraries in this area and examine their furnishings before purchasing the furniture for the new children's room at Dallin. Wednesday, May 20, 1964, was decided upon for this project and it was decided to visit the new branch at North Quincy and the two new library buildings at Framingham. Furniture

As June 9, 1964, the date for regular meeting is graduation day for Mr. Brosnan who will then receive his Master's Degree from Boston College, it was decided to change the meeting date to either June 8 or June 10. The librarian is to canvass the Board members and find out which date is the more convenient.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 9, 1964

The Board of Library Trustees met on Tuesday evening, June 9, 1964 in the Technical Services Department of the Robbins Library at 7:30 p.m. Those present were: Mesdames Thompson and Yood, Messrs. Uek and Washburn, and the Librarian, Judith E. Stromdahl.

The Secretary's report was accepted as written and mailed to the members.

Correspondence

Correspondence consisted of a letter from the Arlington Historical Society requesting use of the library hall, a letter from the Rt. Rev. Frederic C. Laurence in regard to a statue sculptured by Cyrus Dallin entitled "Captured but not conquered", a gift of his sister to the Dallin Branch, a letter from the Arlington Youth Council relative to organizational representation, a communication from the Massachusetts Division of Library Extension in regard to Leaves of Absence, and two sheets of Acts of 1964 from the Town Clerk.

Air-Conditioning

Mr. Washburn reported that work was progressing on the air-conditioning. The plumber is working on a cost plus 15% basis, the electrical contract has been awarded to Lentine Electric Company for $673., the units have been delivered and the work should be completed by early next week.

Concern over ability to bring fresh air into the area was expressed by the trustees, but Mr. Washburn assured them that Mr. Roby presumably was making satisfactory arrangements for this to be done.

Tiling Floors

Mr. Washburn also reported that Mr. Hauser had been awarded the bid for the tiling of basement floors at a figure of $667.

Screens Windows

He also recommended that screens be purchased for the arched windows of the stack, and combination windows for the four front windows of the Dallin Branch.

Voted: to purchase screens for the arched windows and to get a price from Crocker Sales for the combination windows for Dallin Branch.

Walk at Dallin

The Librarian was requested to remind Mr. O'Hara about the walk which is to be installed at the Dallin Branch.

Personnel

Mrs. Yood reported that a Robert Cain had been interviewed for the Reference job. He has been working for his Master's in library science and will earn it from Simmons in August of this year. While studying he has worked in the Belmont and Reading Public Libraries in Circulation and Reference Departments.

Voted: To hire Robert Cain at an annual salary of $5360 (LS 4 Step 3), subject to the approval of the Town Manager.

Joan Walton

A Joan Walton was also considered for a school librarian. She has just received her degree in Library Science (4 year program) from Simmons. If her recommendations are satisfactory it was voted to employ her at an annual salary of $5110. (LS 4 Step 1).

Friends of Library

Mrs. Yood reviewed the last meeting of the Friends held on May 26, and reported that those present expressed the opinion that presentation of a National Library Week Program should be continued in 1965. Although reluctant to act as Chairman another year, Mrs. Yood agreed to do so with the understanding that she would get help in finding a ticket chairman. The date for National Library Week has been set for April 25 to May 1.

Voted: To send a letter of thanks to Miss Isabel E. Hallett from the Trustees for the outstanding job she did as ticket chairman in 1964.

Library Furniture for Reference Room

The visits made by the trustees and the Librarian to various libraries to look at furniture were discussed. It was agreed that the very modern chairs and tables seen in North Quincy and Framingham were not at all suitable for the Reference Room of the Robbins Library. It was decided that further study should be given to the matter. Upon Mr. Washburn's suggestion, the board members agreed to visit Lexington once more. This furniture has now been in use for seven years and shows little sign of wear. Visits to the new library at Worcester, the new addition at North Attleboro as well as to some of the new university installations, are to be made.

A.L.A. Conf.

In other action the trustees voted to give Miss Hodges $100. from Trust Funds in part payment of her expenses at the A.L.A. Conference in St. Louis the week of June 29.

It was also voted not to meet at the regular time in July, although a special meeting will be called to make decisions on the furniture.

The meeting adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

August 11, 1964

The Board of Library Trustees met on Tuesday evening August 11, 1964 at 8 o'clock. Mesdames Thompson and Yood, Messrs. Brosnan, Washburn, Uek and Miss Stromdahl were present.

Boston Edison

Lighting

Before the meeting, the Trustees met with Mr. John W. Donnelly of the Boston Edison Company to discuss changes in the lighting over the new desk areas. He recommended fluorescent, three or four ft. sq. panels to replace the present incadescent lighting. For the adult browsing area he recommended a circle fixture to follow the contour of the alcove. Mr. Reid, Town Wire Inspector is to be asked to contact Mr. Donnelly for specification recommendations.

Air Conditioning

Music Room

Directly following the conference with Mr. Donnelly the Trustees visited the Music and Art Department to check the new air conditioning. The units seem to be very satisfactory, but there is dome question as to the amount of exhaust water which is running off. Even when the units are turned off there is a continuous rush of water into the sink. The Librarian reported that she had already called Mr. Roby's office and was assured someone would be in to check the matter and contact the Trane people if necessary.

Correspondence

Groups re Library Hall

Mr. Brosnan reappointment

Apprec. from P.E.Program for services from staff.

The meeting was called to order about 9 o'clock. The minutes of the last meeting were approved and correspondence was read. Included in the latter were two requests for the use of the hall, one from the Arlington Art Association, which was granted, and the other from the Arlington Chapter of the Boston Association for Retarded Children, Inc. This group wished to use the hall five mornings a week. However, when it was learned the special equipment, such as special chairs, tables, etc. would be needed, the library trustees agreed that it would be impossible to grant permission. Not only does the hall receive heavey use during the winter months including frequent morning meetings, but it also has large groups which use all the chairs available. There is no room available for storage of extra furniture. Other correspondence included a letter of appreciation from the principal of the Hardy School, Miss Rosella Gallagher, thanking the library staff for its help with the Primary Enrichment Program and for the services of the School Librarian and its Librarian, Miss Judith Sanders, a letter of appreciation from Miss Hodges, several communications from the Town Clerk, and notification of Mr. Brosnan's reappointment to the Board of Library Trustees.

Mrs. Yood reported on the many people she and the Librarian had interviewed for the staff vacancies. The best qualified applicants, although often interested, would not consider coming to the Robbins Library because of the salaries; several were already receiving more than Arlington's maximum rates. Mrs. Yood did present the name of a Miss Elizabeth Khachadoorian, a Library School graduate, who had worked in the Schenectedy and New York Public Libraries and received excellent references. Miss Khachadoorian, however, is considering

other positions as well. If she agrees to come to Arlington, she will be offered $5500. LS 4 - Maximum.

Claire Hymanson

School Libraries

Miss Claire Hymanson, a 1962 B. U. graduate, with an intensive teacher training course at Salem Teacher's College in 1961, and a course in cataloging at Simmons School of Library Science in 1963, also was brought up for consideration. A very attractive, well groomed, well spoken person, she showed much interest in the School Library position. Unfortunately her recommendations from the Brookline Library where she was a trainee for one and one-half years, were not completely favorable. However, because time is getting short, and because the final sentence of the recommendation from Brookline read, "She is a leader and is popular with her fellow workers, I feel that she has the capability of becoming a good administrative librarian...", it was voted to hire her on a trial basis if Mrs. Yood and the Librarian felt it advisable, and the Town Manager approves.

Dallin Branch

Walk Vestibule

Mr. Washburn reported that he and the Librarian had met with Mr. Roby at the Dallin Branch to discuss the walk which is to be laid from Paul Revere Road to the entrance of the Auditorium by the Public Works Department. Mr. Roby agreed to get estimates of the cost for building a vestibule entrance to the new children's room. Mr. Washburn also asked Mr. Roby if snow guards would not be necessary to prevent the snow from falling from the roof at this area.

Speaker N.L.W.

Mrs. Yood reported that a meeting of the Friends Program Committee had been held in July to select a speaker for the 1965 Library Week Program. After much deliberation, Cornelia Otis Skinner was chosen as a first choice. A letter from her secretary has practically committed her to Arlington for the April 30, 1965 event. It was agreed that the Board should recommend to the Friends that an increase in price of tickets to $1.50 should be made in the light of the fee which Miss Skinner charges.

Federal Grant

Mr. Uek briefly reviewed the material received from the Division of Library Extension in regard to Title II of the Library Services & Construction Act. He observed that the amount of money available to the Commonwealth was so small that he felt Arlington could not expect to receive a grant.

Furniture

After some discussion it was agreed that specifications for tables, chairs, and desk for the Business Mezzanine be prepared for presentation to the Board at its next meeting. It was also voted to secure specifications for the children's room at the Dallin Branch. Light birch was to be specified for this area.

Draperies

Mrs. Thompson reported that she, Mrs. Yood and the Librarian had selected the material for the draperies from samples provided by Mrs. Reingold. She also mentioned that as many of the present draperies at the East as possible would be salvaged and used in the basement rooms at the Main Library.

The date of the next meeting was set for Monday, September 14, 1964 at 7:30 p.m.

The meeting adjourned at 12 o'clock midnight.

Respectfully submitted,
Judith E. Stromdahl

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

September 14, 1964

The Board of Library Trustees met on Monday evening, September 14, 1964 at 7:30 in the Historical Room. Those present were Mesdames Thompson and Yood, Messrs. Brosnan and Uek and the Librarian, Judith E. Stromdahl.

The minutes of the last meeting were accepted as prepared and distributed by mail.

Correspondence

Correspondence included a letter of thanks from Miss Prudence Green of the Arlington Art Association and several communications from the Town Engineer, W. H. Roby in regard to the proposed vestibule for the remodeled children's room at Dallin Branch and for the walk which is to be laid from Paul Revere Road to the new children's room entrance.

Personnel

Mrs. Yood reported that in her absence and that of the librarian (who were on vacation), Mrs. Vincent and Miss Hodges with Mr. Washburn had interviewed a number of applicants for various jobs and had hired a Mrs. David Gersh to fill one of the School Library positions. Mrs. Gersh is a graduate of U.C.L.A. and has taught elementary school, has had courses in Children's literature with Mrs. Elizabeth Clark Sayers, former Supervisor of Work with Children, N. Y. Public Library and has taken a seminar course in School Libraries which included classification, cataloging and book selection. She has also operated a school library in Panorama City, California. Mrs. Gersh is a very personable young lady and her references were found to be satisfactory. Her appointment has already been approved by the Town Manager. Voted: to confirm the action taken by Miss Hodges, Mr. Washburn and Mrs. Vincent in appointing Miss Gersh to the School Library Staff.

Once again Mrs. Yood repeated that she and the Librarian had interviewed a number of applicants, some of whom did not have the necessary qualifications, but that those who qualified were not interested in the positions available because of the salaries.

Friends of Library

According to Mrs. Yood, Cornelia Otis Skinner has agreed to come to Arlington for the National Library Week program, if the necessary props which she will need to present her program can be provided. It was felt these could be procured without too much trouble.

Evans Assoc. Survey

The Librarian spoke briefly of the survey which is being conducted by Evans Associates for the Town and presented the plans and specifications which had been prepared for the furnishings for the Children's Room of the Dallin Branch. Each Trustee is to study the plans and return them to the Librarian by the end of the week with comments and criticisms.

Vestibule at Dallin

Plans for the vestibule outside the proposed new children's room, presented by Mr. Roby were referred to Mr. Washburn for review and approval. Estimated cost of the work is $750, submitted by the Superintendent of Public Works Dept. The Board voted to have the work done immediately, from funds voted in Article 93 of the 1964 Town Meeting, subject to the approval of the Town Manager.

Plans for the furnishings of the Dallin Branch were discussed briefly and copies distributed for the trustees to study at home. If found to be satisfactory by all members, the Librarian is to send them to the Purchasing Department at Town Hall for processing.

The officials of the Westminster M.E. Church, in razing their church edifice, discovered a plaster casting placque, 4'x4' of a wood carving of the Three Graces executed by an outstanding wood carver who supposedly lived in Arlington at one time. Mr. Uek and the librarian were contacted to see if the library might be interested in securing this piece and the Librarian went to look at it. Although the work is by an outstanding artist, it was decided not to accept the gift as the library has no wall space where such a placque can be placed.

Request for use of Hall At Dallin

The Librarian presented a request from the Park Avenue Congregational Church to use the Dallin Library Hall for a number of Sunday mornings while its Parish House is being renovated. As other groups had been permitted to use the hall in the past, including the St. James and Park Avenue Churches, and the Hebrew Congregation for its school classes, the Trustees granted permission, subject to the approval of the Town Manager. The only stipulation was that the custodian be properly reimbursed.

The Librarian also reported that, although the air conditioners helped to cool the Music and Art Gallery, the room continued to be airless and very close and was subjectto criticism by the public. The Trustees agreed that she should bring the matter to the attention of the Town Manager for further action in bringing in fresh air.

Once more the question of inviting the Personnel Board to a meeting at the library to discuss the library and its personnel problems was raised. The Librarian was asked to contact Mr. Morris and request him to sound out the Personnel Board members and if they were agreeable, to arrange a suitable meeting date convenient to both boards.

Mr. Uek reported that the Tree Department had suggested that money be set aside for a mountain ash tree to be planted near the fire escape. A discussion of library grounds followed. It was agreed that new landscaping is badly needed in front of the building and provision should be made for this work to be done in the Spring.

Mr. Uek was re-elected Chairman for a second term of one year.

The date of the next meeting was set for October 13, 1964.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Memo

To: Members of the Board of Library Trustees

From: The Librarian

Re: Articles for Town Warrant

1. Re Selectmen and the Budget: According to Mr. Purcell, the Town Counsel, the selectmen's budget recommandations are normally accepted by the Finance Committee but the Finance Committee is not obligated to accept them. It is the Finance Committee's recommendations which are presented to Town Meeting.

2. Re Article for salaries: Articles are inserted in the Warrant by the Selectmen as a courtesy to the various town boards, although the Selectmen are not obliged to insert any with which they are not in sympathy. However, they are obligated to insert any article submitted with the names of ten registered voters attached. Any article submitted by the trustees would of course be cleared with the Town Manager in advance.

PROPOSED SALARY SCALE

AS DISCUSSED AT THE TRUSTEES' MEETING

WITH THE STAFF ASSOCIATE REPRESENTATIVE

GRADE	MAXIMUM
LS 1 - Library Assistant	$4,400.
LS 2 - Senior Library Assistant	4,800.
LS 3 - Professional Library Assistant - College degree with no library training	5,500.
LS 4 - Professional Library Assistant - College degree plus a Master's in Library Science	6,000.
LS 5 - School Librarian	6,500.
LS 6 - Department Heads and Branch Librarians Head of Circulation, Reference Librarian, Music Librarian, Young Adults' Librarian, Children's Librarian, Head Cataloger, Branch Librarians	7,000.
LS 7 - Supervisors Supervisor of Technical Services Supervisor of Children's Library Services	7,800.
LS 8 - Assistant Librarian	9,000.
LS 9 - Head Librarian	10,400

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

October 13, 1964

The Board of Library Trustees met on Tuesday evening, October 13, 1964 at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn and the Librarian, Miss Stromdahl. Mr. Brennecke, Chairman of the Library Subcommittee of the Finance Board was also present, invited by the Trustees, at his request, to sit in at this budget meeting.

The Secretary's report was accepted as prepared.

Correspondence consisted of a letter from the Town Manager advising the Board of Mrs. Thompson's reappointment to the Board for another three year term from September 14, 1964 to August 17, 1967, and a copy of a letter from the Town Manager to Mr. Roby in regard to the air-conditioning of the Music Gallery. Correspondence

Mr. Washburn reported:

The bushes at Dallin had been moved by the Tree Department in preparation of the walk which is to lead to the new children's room from Paul Revere Road.

That the grounds at Dallin were badly in need of attention.

That Mr. Kennefick is trying to locate a panel of Tenn. Marble to repair the damage to the wall at the right of the front entrance.

That Mr. Wright of the Park Department suggests that a flowering tree be planted in the corner of the library grounds near the fire escape. The Tree Department would like to have the library grounds merge with those of the Park Grounds. A tree could be secured for $50-$75. and should be planted in the Spring. Library grounds Park Dept.

That combination storm windows should be ordered for staff and work room windows. It was so voted.

Mr. Washburn also recommended that the pages' lockers which are now located at the foot of the public stairway leading to the library hall be moved inside the section reserved for staff use - workrooms, staff quarters, etc., and that the door leading to this section be kept locked at all times. Lockers

Mrs. Yood reported that a Cataloger had at last been found after a period of eleven months search. The appointment of Mr. Ernest Kruhmin, Jr., a graduate of B. U. with a Master's in Library Science from Simmons School of Library Science in 1958 was approved by the Town Manager on October 5, 1964. Mr. Kruhmin comes very highly recommended from the Enoch Pratt Library of Baltimore where he worked for a period of five years, receiving several promotions during this period. For personal reasons Mr. Kruhmin wished to return to New England and accepted the Cataloger's position at LS 5, Max. $6,000. Cataloger Mr. Ernest Kruhmin

Miss des Cognets

Miss Walton

Mrs. Yood also proposed the name of Miss Elizabeth des Cognets of Cambridge as a professional replacement for Miss Joan Walton. Miss Walton, who received her appointment in July, does not seem to fit into the Robbins Library Program; her work has been unsatisfactory and as her three months trial period is up, she has been asked to resign as of November 7, 1964. Miss des Cognets is a 1953 graduate of B. U. with B.A. Cum Laude degree, as a major in political science and received her Master's in Library Science at Simmons Library School in June 1964. Her experience has been varied and should be very useful in reference work. If her references prove satisfactory, Mrs. Yood recommended that she be hired at the yearly rate of $5500., LS 4, Max.

Voted: to hire Elizabeth des Cognets as a professional library assistant at the yearly rate of $5500. with the approval of the Town Manager.

Mrs. Yood mentioned that the Jr. Library is planning to present a program for parents in connection with Book Week which is observed in November. Mrs. Berle Robinson of the Boston Public Library has been secured as a speaker for the meeting which will be held in the Library Hall on Friday, November 13, 1964. This program had earlier been suggested for a Friends of the Library project but the Librarians and Mrs. Yood felt it should be a library effort instead.

The Librarian reported that the adding machine in the Technical Services Department is in need of repair. It is seven years old and repair costs will amount to $99.30. A new machine can be purchased for $395. minus the regular discount of $39.50 minus turn-in value of $100. and an additional discount of $40. available only through October 15, 1964. Total cost of a new machine would be $215.50. At Mr. Brennecke's suggestion, it was voted to request a transfer of funds from the Finance Committee through the Town Manager with which to purchase a new machine. It was so voted.

The remainder of the evening was spent on the 1965 budget.

The meeting recessed at 11:45 p.m. to be continued on Tuesday evening, October 20, 1964 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 10, 1964

The Board of Library Trustees met for its regular meeting on Tuesday evening, November 10, 1964 at 7:30 in the Historical Room. Present were: Mesdames Thompson and Yood, and Messrs. Brosnan, Uek, and Washburn and Judith E. Stromdahl, Librarian.

The Secretary's report was accepted as prepared and distributed.

Correspondence

Correspondence included a letter from Mrs. Muriel Hyzer in regard to an illustrated lecture on Israel in the interests of Israel's Freedom Forest, a memorandum from Mrs. G. Galick of the Division of Library Extension in regard to the State Plan for Public Library Services, a copy of a letter from the Town Manager to Mr. Capes regarding the air conditioning units, and a copy of a letter to Mr. Edward C. Monahan from Mr. Roby in regard to library air conditioning.

Boiler at Dallin

Mr. Washburn reported the boiler explosion at the Dallin Branch and the action taken by Mr. Monahan to have proper repairs made. According to Mr. Washburn, Mr. John Smith, Asst. Supervisor of Custodians of the Public Schools, has been assigned the task of supervising the work.

Boiler at Dallin

Because this was the second boiler explosion within the year, it was felt that steps should be taken to ascertain the cause of the explosion so that proper repairs could be made to prevent reoccurance. Mr. Greim and Mr. Roby were contacted but this library problem did not seem to be the responsibility of either one. Mr. Roby suggested the library call the Massachusetts Department of Public Safety. It was then that the Librarian contacted Mr. Monahan and asked for direction in getting action which was promptly forthcoming.

The Trustees expressed themselves as greatly disturbed over the shifting of responsibility in an emergency and would like clarification as to the proper source to contact in a similar emergency.

Hot Water Heater

After the explosion when the question of "cleaning up" was being discussed with the custodians, it was learned that the hot water heater was not in operation. It's use had been discontinued back in the late 1930's as it was considered to be too expensive to run. Mr. Capes was asked to have the representative from the Mystic Gas Company come and turn the gas back on. The representative recommended that this not be done. The tank was obsolete - way beyond its age and to put it in condition would be too expensive for the short life left in it. The Librarian was instructed to investigate the possibility of renting a tank from the gas company.

Mr. Washburn also reported that the Public Works had done an excellent job in building the Children's Room entrance at the Dallin Branch, that Pigott had installed the necessary lighting and that

work was about to begin on the walk at the Dallin Branch. He also mentioned the need for two new drain pipes at the Dallin Branch, as well as snow guards on the roofs above the new entrance at the Branch, and reported that the steps outside the Junior Library were in need of repair. Dallin Branch

He presented the plan which Mr. Nickerson of Schwamb Woodworking Company had drawn up for a removable vestibule for the entrance at the Main Library.

The following action on this report was taken:

Voted: to send a requisition to have Junior Library steps repaired.

To have drain pipes at Dallin Branch replaced and snow guards installed.

To have the removable seasonal vestibule built by Schwamb, the money to be taken from Article 61/78, and the remainder from Trust Funds.

Mrs. Yood and the Librarian reported that they had visited the library at the Museum of Science to look at the tables which had been highly recommended for the Reference Room. Although very good looking, the Museum Librarian reported the wood table tops were too soft to be practical - ball point pens would soon ruin them. Visits to additional installations will be made. Furniture

Need for a survey to determine library needs was discussed. It was decided to ask the Town Manager whether this item of approximately $1,000. should be added to the budget or be placed as an article in the Warrant for Town Meeting. Survey

Voted: to give the staff a Christmas Dinner Party on Saturday, December 12, Mr. Washburn to serve as Chairman, expenses to be taken from Trust Funds. Voted: to participate in the book grant program under 1965 L S C A - State Plan for Public Library Services.

Voted: to close the library on Thursday, December 24, at 4 p.m. and to have it remain closed until Monday, December 28, at 9 a.m. with the approval of the Town Manager. Christmas Closing

Voted: to close the library on New Year's eve at six o'clock, but reopen on Saturday at 9 a.m. with the approval of the Town Manager.

The meeting adjourned at 11 p.m.

The next meeting was scheduled for Tuesday, December 8, 1964.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 16, 1964

The Board of Library Trustees met for its regular meeting on Wednesday evening, December 16, 1964 at 7:30 in the Historical Room. Present were Mrs. Yood, Messrs. Brosnan, Uek, and Washburn and the Librarian, Judith E. Stromdahl.

The Librarian's report was accepted as prepared and distributed.

Correspondence included the following: Two letters from Mrs. Eleanor T. Cooney, Chairman, M.L.A. Legislative Committee, one alerting the library board of the bill to be filed for consideration by the 1965 general court exempting library positions from the provisions of the Civil Service Act; the second letter advising the board that such a bill had been filed. This letter contained the suggestion that members of the library board might request local legislators to file similar bills. Correspondence

Four communications from the Town Manager, one in regard to the necessity of complying with the rules for submitting purchase requisitions as established in May 1963, and three describing the procedures to be followed when an emergency arises which needs action beyond the scope of the library personnel. According to the letters, Mr. John Smith, ass't Supervisor of Custodians is to be contacted and also the Town Manager if needed. Correspondence

A letter to the chairman from Ernest G. Brown asking for a leave of absence so that he might attend the second semester at Simmons Library School on a full time basis and so complete the requirements for the Degree of Master of Science in Library Science.

Several letters of appreciation from members of the staff, thanking the Trustees for the Christmas Dinner arranged for them.

Action on the correspondence was as follows:

Voted: to send all local legislators a communication pointing out some of the reasons for passage of proposed legislation including the following:

Public Libraries are eeucational institutions and their governing boards should have the same right to choose fully qualified candidates as have other educational institutions, such as the public school system and the State University.

Most public libraries, through their classification and payplans already have set higher standards for personnel than would be possible under the Massachusetts Civil Service as now constituted.

Civil Service law does not allow the setting of educational requirements; it depends solely upon examination.

Voted: to grant Mr. Brown the leave he requested in order to complete his professional training.

Partition at Front Door

Mr. Washburn reported that Mr. Nickerson expected to have the partition at the front door installed by the end of the month, and that the combination windows were ready to be installed in the work room and staff quarters by Crocker Sales Company. He also reported that the work on the air-conditioning of the Music Gallery was apparently completed but asked the librarian to make an appointment for him to meet with Mr. O'Hara so that he might know what work was done.

School Librarian

Mrs. Yood reported that no school librarian had been secured, so that Miss Sanders from the Junior Library was substituting at the Crosby School, causing a real staff shortage in that department.

She also recommended that Miss des Cognets be offered the opportunity to act as Head of Circulation Department in Mr. Brown's absence. It was so voted.

Request for list of purchases Music Dept.

Miss Stromdahl reported that the Town Manager had contacted her on behalf of the Board of Selectmen, requesting a list of all record purchases made by the Music Librarian during the years 1963 and 1964, to be send to him by the following Monday. The Librarian also alerted the Board members that the Selectmen would like to meet with them and the subcommittee of the Finance Committee, possibly on Monday, December 28.

Furniture bids for the Dallin Branch and the Business Area were examined and Mr. Brosnan was requested to meet with the Librarian to write up their findings to present to the Town Manager.

Reference Room Furniture

Mrs. Yood reported that she and the librarian had been impressed with some tables in the directors room of one of the local banks which could be considered for the Reference Room. As a result, the supplier had been contacted and had called at the library, viewed the Reference Room where the tables and chairs are to be placed, discussed library specifications and needs, and promised to send the Trustees a proposal.

At the request of the Print Curator, the Librarian, reported that the Curator had approached the Smithsonian Institute in regard to some duplicates which were of no value to the Robbins collection and had received assurance that the Institute was interested in receiving any prints.

Miss Wiese wanted the approval of the Trustees to dispose of these prints in this fashion. This approval was given with the provision that the Town Counsel be consulted and give approval.

Prints from Robbins Coll.

The next meeting was set for January 12, 1965.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 12, 1965

The Board of Library Trustees met in regular session on Tuesday evening, January 12, 1965 at 8 o'clock in the Historical Room. Those present were: Mesdames Thompson and Yood, Messrs. Uek and Washburn and Judith E. Stromdahl, Librarian.

The Secretary's report was accepted as prepared and distributed.

Correspondence

Correspondence consisted of a memorandum from Mr. Lee Morris regarding the Personnel Survey, a letter from the Town Manager advising the Board of the date of its meeting with the Subcommittee of the Finance Committee, and a communication from Mrs. Galick, Director of the Division of Library Extension, including informational materials relative to federal funds available under the Community Facilities Administration.

Personnel

Mrs. Yood presented the name of Barbara Anderson of 5 Pinewood Avenue, Beverly, Mass,, to fill the vacant position on the elementary school library staff. A graduate of North Park College, Chicago, in June 1964, with one semester of graduate work at Western Reserve, Cleveland, Miss Anderson has the required courses in education and worked with the Division of Library Extension, Massachusetts Department of Education for two summers.

Voted: to hire Barbara Anderson for the remainder of the school year at a yearly salary rate of $5110. - LS 4, Step 1.

Personnel

Mrs. Yood spoke again of the difficulty in securing qualified people. To date, no applicants have been found for the position of Head of Circulation which becomes vacant the first part of February. Letters have been sent to six qualified people whose names have been suggested by Mrs. Galick of the Division of Library Extension, and library schools and other sources have been contacted.

Personnel

The Librarian spoke of the difficulty presently being experienced in covering all stations in the adult department. Under normal conditions, use of part time help is necessary; with illness the problem becomes acute, and at present the Reference Librarian is out with a broken arm, the Assistant Librarian with a sprained ankle, the Cataloger at the Lahey Clinic. The Junior Library is also short staffed because two of the professionals are having to substitute in the school libraries, Miss Sanders filling the vacancy caused by the resignation of Miss Walton and Mrs. McQuaid substituting for Mrs. Gilliam who was called to Denmark because of her mother's serious illness.

From day to day it has become a question of how to cover all departments with personnel; "behind the scenes" work is just piling up.

The Librarian reported that she had talked with the Town Counsel, Mr. Purcell, who agreed to prepare the article for the Warrant requesting $1000. for a survey of the physical needs of the library.

Article for Warrang

The Trustees also discussed the Evans Survey. Word from Mr. Morris indicated that a report should be ready by January 18, one week before proposed articles must be in the hands of the Selectmen. Not knowing what recommendations the report might contain, but not wanting to be caught short at Town Meeting, the Trustees dicided to insert an article asking for salary changes for the library staff. If desirable at the time, the article can be withdrawn. The Librarian was requested to contact Mr. Purcell and request him to get the article in suitable form.

Evans Survey

Article for Warrant

It was agreed that decision must soon be made on the furniture bids for the Dallin Branch. As the Trustees were in agreement, the Librarian and Mr. Brosnan were appointed to prepare a report for the Town Manager.

Furniture bids Dallin

To date, suitable furniture for the Reference Room has not been decided upon. The Librarian was asked to contact Schwamb woodworking and any other firms she could locate. The beauty and style of the Reference Room itself calls for a special type of furniture which must also meet library standards of performance.

Furniture Ref. Rm.

It was agreed to ask Mrs. Margaret Spengler and Robert Brosnan to act as Co-Chairmen of the Ticket Sale for the National Library Week Program. Mrs. Spengler has tentatively agreed to take on this responsibility provided Mr. Brosnan will act as Co-Chairman.

N.L.Week

Mrs. Yood reported that the evening of February 18 had been set for the first meeting of the Friends for this season. After some discussion, it was voted to ask the Rev. George H. Williams of Harvard, to speak on his experiences at the Ecumenical Councils, and Mrs. Thompson was designated to contact him in this regard.

Friends of Library

The date of the next meeting was set for February 9, 1965.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MEMORANDUM

TO: Mr. Edward C. Monahan

FROM: Judith E. Stromdahl

RE: Letter of January 19, 1965 relating to Library Circulation

DATE: January 25, 1965

The figures quoted in "Library Statistics" were the official figures taken from the report of the Division of Library Extension (copy attached) which includes all circulation including school circulation for which the public library is responsible. For comparison figures, this total had to be used. In my letter to prospective applicants, I merely quoted the figures for the circulation departments of the library.

YEAR	CIRCULATION
1955	349,611
1960	497,650
1961	517,362
1962	545,192
1963	566,340
1964	584,203

Insert in Wt

THE ROBBINS LIBRARY
ARLINGTON, MASSACHUSETTS

ARTICLE______. To see if the Town will make an appropriation for a survey to be made of the physical plant of the Robbins Library to determine whether or not there is a necessity for an addition to said building to provide for present and future library needs; determine in what manner the money shall be raised and expended; or take any action relating thereto.

(Inserted at the request of the Trustees of Robbins Library)

FOUR STAR BOND

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 9, 1965

The Board of Library Trustees met on Tuesday evening, February 9, 1965 at 7:30 in the Historical Room. Those present were: Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn and Miss Stromdahl, The Head Librarian.

The minutes of the last meeting were accepted as prepared and distributed with one correction, namely, the insertion of the sentence "the Board confirmed the action taken on Monday evening, January 11, to increase the dues for overdue books from two cents to four cents for adults, and one cent to two cents for children."

Minutes of last Meeting

Fines

A letter from Margaret Carey requesting use of the Dallin Branch Hall for a series of non-denominational services.

Correspondence

A letter from Francis R. St. John offering to meet with the Board of Library Trustees to discuss their request for information in regard to a survey of library needs. Mr. St. John plans to be in Brookline the week of February 8 and would come to Arlington at no cost to the Robbins Library for a meeting.

Letters from Mrs. Eleanor Cooney of the L.L.A. Legislative Committee and William Kunkel, President of M.L.A. in regard to House Bill 326, an act exempting the positions of Librarians from the provisions of Civil Service laws.

Civil Service Laws

A letter from the Division of Library Extension asking if the full amount of the 1964 grant paid to Arlington was actually appropriated for local library purposes.

State Aid

The Librarian was instructed to advise Miss Margaret Carey that the request for the use of the Dallin Branch Hall should come from a group of Arlington people who would assume responsibility for custodian's fees, etc.

Action on Correspondence

The trustees asked the Librarian to arrange a meeting with Mr. St. John for Thursday evening, February 11, at 8 p.m.

The Librarian reported that letters had already gone to local Senators and Representatives asking favorable action on H Bill 326 as a result of previous action taken by the Board .

Mrs. Yood reported that Mrs. Kenneth Spengler would act as ticket chairman for the National Library Week Program with Robert Brosnan as co-chairman.

Mrs. Yood also reported that arrangements for the first meeting

of the Friends for the new year would be held on Tuesday evening, February 16, 1965 in the Art Gallery with Rev. Mr. George H. Williams as guest speaker.

Boiler at Dallin

Mr. Washburn reported that Mr. Smith has been advised of the boiler trouble at the Dallin Branch and had received an estimate from Mr. LeBlanc of $475.00 to furnish and install a sterling condensate pump. Mr. Smith advised no action at the moment, as temporary repairs had been made. He wishes to study the matter further.

Budget

Mr. Uek reported he had spoken with a number of the selectmen in regard to the budget cuts. A general discussion followed. The action taken by the selectmen, if allowed to stand, would mean a deterioration of library services at a time when libraries are needed as never before. The entire Board, much upset at the action of the selectmen, agreed this down grading must not be allowed to happen. They discussed the possibility of legislation to put libraries in a category similar to that of the schools, whose budgets are not subject to reduction by town officials.

Fines

Voted: to increase the maximum fine per book from $1.00 to $2.00 for adults, in line with the changes made in the daily fine rate, and make the maximum fine per book for children $1.00 instead of 50¢.

The bids for the furniture at the Dallin Branch were studied. The librarian was requested to ask bidders to submit samples of chairs, catalog trays, table construction and shelving.

The Librarian reported that she had assumed the responsibility of closing the public facilities to all young people and children because of repeated abuse and vandalism. The Trustees approved this action.

Mrs. Yood and Mr. Washburn requested the Librarian to secure luncheon tickets for the midwinter meeting of the M.L.A. to be held in Boston on February 11, 1965.

The next meeting was scheduled for Tuesday, March 9, 1965.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

March 9, 1965

The Board of Library Trustees met on Tuesday evening, March 9, 1965, at 7:30 in the Historical Room. Those present were the Chairman, Robert Uek, Mesdames Thompson and Yood, Milton Washburn, Jr., and the Librarian, Judith E. Stromdahl.

The Secretary's report was accepted as prepared and distributed after the following sentence was added as number 4, page 1, under the section "Action on this correspondence was as follows:" A reply to the inquiry made by the Division of Library Extension in regard to State Aid Grant was sent with figures supplied by the Town Manager.

A letter from Representative Janet R. Starr agreeing to support House Bill 326.

A letter from Mrs. Galick, Director of the Division of Library Extension notifying the trustees that the Robbins Library had met the "requirements of the law and the minimum standards promulgated by the Board of Library Commissioners for participation in the grant program" and had been duly certified for a 1965 State Grant of $12,488.25.

Correspondence

A letter from the Smithsonian Institution of Washington, D. C. accepting the duplicate prints.

Communication from Robert J. O'Reilly in regard to a renewal of Employers' policy T 12-23-48, a transportation policy for print exhibits.

Voted: to cancel this policy as the fee for every exhibit covers insurance.

Correspondence

A letter from Mr. & Mrs. Vaughn A. Tompkins requesting the use of the hall at Dallin Branch for three meetings.

Voted: to grant use of the hall as requested for a serious of three meetings, custodians fees to be paid as usual.

Mrs. Yood reported that Mr. Kruhmin had given very satisfactory service until the beginning of this year. Since then he has been very irregular because of illness. Since the last of January he has worked only one or two days, but has made no attempt to contact the library. Whenever the Librarian has contacted him he has said he would soon be well enough to return and has set a date, but has not kept it. The Librarian feels in fairness to the Library that some further action must be taken.

Mr. Kruhmin

It was decided that a report from Mr. Kruhmin's doctor should be secured. If, in his opinion Mr. Kruhmin is able to assume his responsibilities and he does not return, he should be asked to resign. His name has already been removed from the payroll.

Mrs. Gilliam

The Librarian has received a letter of resignation from Bodil Gilliam who is on leave because of the serious illness of her mother in Denmark. Mrs. Gilliam expects to remain with her mother who is not expected to live more than a few weeks. Upon her return to this country, she and her husband expect to leave this area. Mr. Gilliam plans to give up his teaching job in Watertown to return to work with the United States Government.

Mrs. Yood reported that the Librarian had sent letters to the library schools for possible applicants to fill existing vacancies.

Friends of Library

Mrs. Yood mentioned the well attended meeting held on February 16, at which Dr. Williams was the speaker, saying she had received many compliments on the affair.

She also mentioned that, according to Mrs. Spengler and Mr. Brosnan, 800 tickets for the National Library Week Program had been distributed and April 3, April 10, and April 24, from 10:15-11:15 had been set aside for report meetings. Several program details were discussed and Mrs. Thompson agreed to take charge of refreshments and flowers for the reception at the library following the program.

The librarian reported that, as a result of the increase in fine rates, telephone renewals have quadrupled, making it necessary to schedule an attendant in the slipping room all day.

Hearing on Civil Service

Mr. Washburn reported that he had attended the hearing at the State House on House Bill 326, a bill to exempt public library positions from Civil Service. The hearing room was jammed, many trustees, librarians and officers of library associations, a representative from the League of Women Voters, spoke in favor of the bill with the Personnel Director of the City of Worcester and Mr. Finnegan, Director of Civil Service opposed.

Furniture

The remainder of the evening was spent in examining samples submitted for furnishing the Children's Room at the Dallin Branch. The decisions will be forwarded to Mr. O'Leary for the Town Manager's approval.

The next meeting has been scheduled for April 13, 1965 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

April 12, 1965

The Board of Library Trustees met in the Historical Room at 7:30 on Tuesday evening, April 12, 1965 for its regular monthly meeting. Present were the Chairman, Robert Uek, Mesdames Thompson and Yood, Robert Brosnan and the Librarian, Judith E. Stromdahl.

Addition to Min of last Meeting

The minutes of the last meeting were accepted as prepared after the following sentence was added under Items on page 2: "On February 25, the Dallin Branch was entered during the night and about $15 to $20 was taken from the cash box which was forced open....."

Corres-Pondence

A letter from Jacob Katz of the Arlington Boys' Club reporting that Mrs. Kenneth Spengler was awarded the Annual Citizens Award for outstanding Service to Youth. (Note: The Trustees were pleased that their nominee had been selected.)

A letter of thanks from Margaret Carey for the use of the Dallin Hall for three meetings.

Resignations

Two letters of resignation, one from Miss Patricia Mahoney, Music Librarian, who has accepted a position as Librarian with a law firm at a $2,000. increase in salary, the other from Miss Elizabeth des Cognets, Assistant in Reference Department, who wishes to enter a research or academic community.

A letter inviting department heads to be present at the reviewing stand on April 19, 1965.

A copy of a letter sent by the Town Manager to Mr. Eisenberg in regard to the survey to be made of library facilities.

Letter from Civil Service

A letter from A. Wm. Kunkel, President of the Massachusetts Library Association urging action on the new version of H 326 renumbered H 3728 which exempts professional librarians, sub professionals and high school pages from Civil Service. Voted: to send a telegram to each representative and to Senator Pelligrini urging their support of the bill.

Furniture Bids

Mr. Uek reported that the Town Manager and Mr. O'Leary had met at the library on Thursday, April 8, to review the Board's recommendations for furniture for Dallin Branch. Mrs. Thompson was also present with Mr. Uek and the librarian at this meeting.

Mrs. Yood presented the names and qualifications of a number of candidates who have applied for positions. After considerable discussion the following was voted:

That Gjoa Aanderaa of 31 Walden Street, Cambridge, be hired at once as a temporary full time assistant, with the approval of the Town Manager. Miss Aanderaa is a graduate of the State Library

School of Oslo, Norway, and has worked in the Oslo Public Library for eight years. She is on leave from the Oslo Library to study library procedures in the U.S.A., and comes highly recommended. She is to be paid at the rate of LS 2, Step 1. Gjoa Aanderaa

That Fred Dooe, a Northeastern student who has been with the Robbins Library for four years and who graduates in June, be hired to replace Miss des Cognets. Fred is planning to get his Master's Degree in Library Science and is willing to take the course in Reference work at Simmons or the University of Rhode Island this summer. Fred can work practically full time, as he can be scheduled to work evenings when he has classes in the morning or afternoon. Voted: that he be placed in LS 1, Step 3, until he has finished his course when he will be advanced to the Maximum rate of $5200. with the approval of the Town Manager. Fred Dooe

That Mrs. Audrey J. Turner of 71 Second Street, Revere, be hired as a Cataloger to replace, Mr. Ernest Kruhmin. Mrs. Turner graduated from Whitworth College of Spokane, Washington in 1960, spent a year at the University of Madrid, Spain and will receive her Master's Degree in Library Science in June 1965. From October 1963 to September 1964, she was assistant to the Cataloger at the Chenery Library, Boston University. Voted: to place her in LS 3, Max. with the approval of the Town Manager. She will assume her duties July 1, 1965. Mrs. Turner Applicant

That Mrs. Ruth Brown of 123 Cross Street, Belmont, be hired to fill the vacancy on the School Library staff beginning September 1, 1965. Mrs. Brown is a graduate of the University of Penn. in 1946 and earned her Master's in education from the same University in 1947. She taught school for three years before she was married. In December 1963 she accepted a job with the Belmont Public Library where she is still employed. During this period she has taken graduate courses in Reference work and the Library in the Community, at Simmons Library School, and plans to add two more courses this summer, one in School Library work. Voted: to hire Mrs. Brown at the rate of LS 2, Step 2. Mrs. Ruth Brown

Mrs. Yood reported that several additional applicants are under consideration with interviews pending.

Mrs. Yood also acquainted the Board with the problem posed by Mrs. Hart's illness. In her present condition Mrs. Hart is unable to assume her responsibilities as Head of the Department. As long as she reports for work for two or three hours each day, however, no one else can very well be assigned her work in certain areas. From the present evidence, it would seem that Mrs. Hart will be in no condition to return to work on a full time basis for sometime. Her years of loyal service must be recognized and yet the welfare of the library must be considered. It was suggested that Mrs. Yood and the Librarian ask the Town Manager for an appointment to discuss the matter. Mrs. Hart's Illness

The Board confirmed the action taken by the Librarian in regard to Mr. Kruhmin. As he did not respond either in person or by letter to a communication requesting a doctor's certificate to explain his absence, the Librarian notified him that his services had been terminated. It is hoped that the Town Manager will approve this action. Mr. Kruhmin

Mrs. Yood gave a progress report on the National Library Week Program, and Mr. Brosnan reported that the sale of tickets was progressing very well. Details of seating, reception, invitations, parking, and other details were worked out. N.L.Week

The Librarian reported that a Michael Doherty, son of Daniel Doherty of 4 Memorial Way, had cut pictures from two encyclopedia volumes and a history book for his notebook assignment on the Revolutionary War. A letter had been sent to Mr. Doherty advising him that Michael must be made aware of the seriousness of mutilating library books and that the damaged volumes must be paid for and replaced. Mr. Doherty was requested to make an appointment to see the Librarian; the letter was sent on March 29 and to date has not been acknowledged. The Trustees agreed with the Librarian that some action must be taken and she was advised to talk with the Town Manager about the possibility of taking the matter to court if Mr. Doherty does not comply with the Librarian's request. Library Problems Michael Doherty

The question of discipline problems was also discussed. There seems to be a few groups of high school boys who are just out to make trouble and who are insolent, impudent, and discourteous, use offensive, obscene and profane language, and have no respect for authority. Librarians cannot properly serve the many who come for help if they must also be disciplinarians. Action of some kind is necessary to have these young people recognize their community responsibilities and understand the rights of others. The Librarian is to talk with the Town Manager in regard to this matter. Discipline

The Librarian reported the theft during the week end of March 29-30, of over $60. from the locked cash drawer of the main desk. Fines to the amount of $61.63 were taken and a small unknown sum from an envelope in the Junior Library.

The next meeting of the Board was set for Tuesday evening, May 11, 1965.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

May 18, 1965

The Board of Library Trustees met in the Historical Room on Tuesday evening, May 18, 1965 at 7:30. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn and Miss Judith E. Stromdahl, Librarian.

The minutes of the last meeting were read and accepted as prepared:

Correspondence included the following:

Several letters of appreciation in regard to the National Library Week Program including one from the Board of Selectmen: a communication from the Town Clerk calling attention to some Acts of 1965: a letter from the Smithsonian Institution in regard to the collection of duplicate prints presented to it from the Robbins Library Print Collection by the Trustees; a letter from Senator Pellegrini assuring the Trustees of his support of Senate #44: a letter of resignation from Barbara Anderson, School Librarian who is to be married and settle in Minnesota: and a communication from Sleeper & Sleeper notifying the trustees of the additional $140,000. which each of the twenty-seven residuary legatees of the estate of Edith M. Fox will receive.

Building and Grounds

Mr. Washburn reported that Kennefick Company had installed the marble slab at the entrance to the Main Library, that the Public Works had seeded the lawn at the rear of the Dallin Branch, completed the walk to the new Children's Room, and painted the trim at Dallin Branch. He suggested that shrubbery be planted along the fence after it had been replaced by the Public Works Department. Part of the fence had to be displaced while the grading, etc., was being done.

Friends of Library

Mrs. Yood reported that $1612. in ticket money had been received by the Friends of the Library Treasurer as of April 30. Voted: that outstanding bills for National Library Week should be paid from Trust Funds.

Mrs. Yood also reminded the Trustees that she had served as Chairman of the Friends for two years and that a replacement should be elected.

Friends of Library

Voted! "to spread on the minutes of the meeting a vote of thanks for the outstanding job which Mrs. Yood had done during her term as Chairman of the Friends of the Library."

Voted: to send a letter of appreciation to Miss Hodges for her help with the many details of the affair.

Voted: that Mr. Uek act as Chairman for the coming year or secure some one who might be willing to serve in this capacity.

Mrs. Yood reported that Mrs. Turner who had been considered for the Cataloger's position had notified the librarian that she had secured a position in a theological library which was where her real interests lay. Personnel

Mrs. Yood also advised the board members that Shirley Utudjian, a Reader's Adviser in the Circulation Department, had been approached in regard to the position of Music Librarian. Miss Utudjian is a graduate of Northeastern University and has an excellent background in Music, having also attended the Conservatory of Music, and has worked in the Boston Public Library for two and one-half years prior to coming to Arlington two years ago. Miss Utudjian was interested in the position and agreed to take graduate courses in cataloging and reference work at Simmons Library School to qualify for the job. Voted: to appoint Miss Utudjian to the position of Music Librarian upon completion of the course in cataloging. Personnel

Voted: to confirm the appointment of Miss Bernice Berzof as School Librarian, at an annual rate of $5200. LS 2 Min. Miss Berzof is a graduate of Rutgers University and received outstanding recommendations. Personnel

Mrs. Maude Thompson gave a resume of her meeting with the committee from Parmenter School consisting of the P.T.A. members, Mrs. Flynn, Mrs. Cass, and Mrs. Dohlman, and the principal, Mr. Stevenson, Mrs. McQuaid, Supervisor of Library Services and the School Librarian, Miss Claire Hymanson. Many areas relating to the school library were discussed, its function and program and book collection. It was decided that a statement of information and procedures about the school library program should be prepared for distribution to all elementary teachers at the opening of school in September. Concern was expressed at the limited book collection and it was pointed out by Mrs. McQuaid that the book budget for all eleven elementary schools was $6,000. or $550. per school. School Libraries

The book budget per school has not been increased since the beginning of the program, but the price of books has advanced considerably over this period. Arlington is spending less than $1.00 per pupil for library books whereas A.L.A. Standards call for an expenditure of $4.00-$6.00 per pupil. Book Budget Schools

Following the Librarian's report that Mr. Monahan had ordered the library to employ Mary Ann Greeley on a full time basis for the summer, the Trustees voted "to make an exception in procedure and hire Selectman Greeley's daughter as a full time page for the summer at the regular beginners rate of ninety cents per hour. It was also voted that no pages now employed should be dropped to make room for Miss Greeley and any funds which are unavailable in the account under "library pages" in the budget should be taken from unexpended salaries available because of staff resignations. Pages

Furniture

The drawings for tables submitted by Maurice Kaplan for the Reference Room were examined and table legs A & E were selected for quotations. The librarian was directed to request preliminary specifications, find out if an installation fee is charged and to secure an estimate of cost to see if the furniture is within available funds.

Furniture

The Librarian was also instructed to contact Theodore Schwamb Woodworking Co., once more to see if that company is still interested in presenting samples for consideration. The Trustees all agree that conventional, modern library furniture will not be suitable for the Reference Room of the Robbins Library.

Miss Stromdahl presented the following list of seven library consultants recommended by the Division of Library Extension. She was directed to write to the four consultants which are checked.

James Bryan, Director, Public Library, Newark, New Jersey
Charles M. Mohrhardt, Assistant Director, Public Library,
  Detroit, Michigan
Pierre Papazian, Associates, Library Consultants,
  220 E. Madison Avenue, Diemont, New Jersey
(x) Francis R. St. John, Library Consultants,
  21 East 40th Street, New York
(x) Kenneth R. Shaffer, Director of School of Library Science
  and Director of Simmons College Library
(x) Stuart C. Sherman, Librarian, Public Library,
  Providence, R. I.
(x) Ralph A. Ulveling, Director, Public Library, Detroit

Charles Mohrhardt was eliminated because he also works with Ralph A. Ulveling, Pierre Papazian has recently left the employ of Francis R. St. John and it was thought might not have as much experience as desirable, and James Bryan has already indicated that he is too busy to take on any more commitments.

Mr. Uek advised the Board members of Mr. Monahan's keen interest in this survey and his wish to participate in the selection of consultant.

The Trustees expressed concern that the Finance Committee has not officially notified them of the changes made in the 1965 budget. They feel the Board should be sent a copy of the revised budget and requested the Librarian to contact the Finance Board Secretary for this.

Next Meeting - The date of the next meeting was set for June 8, 1965.

The meeting adjourned at 12:03 Wednesday morning.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

June 8, 1965

The Board of Library Trustees met on Tuesday evening, June 8, 1965, at 7:30 in the Music & Art Department. Present were: Mesdames Yood and Thompson, Messrs. Uek and Washburn and the Librarian.

P.T.A. Committee

Also present, upon request, was a committee representing the P.T.A. of the Hardy, Crosby, and Thompson Schools, consisting of the following: Mrs. Benjamin Beninati, Hardy - Mrs. Burnett Baron, Hardy - Mrs. George Ericson, Hardy - Mrs. Joseph Papandrea, Hardy - Mrs. Francis McCarry, Hardy - Mrs. David Leone, Crosby - Mrs. Robert O'Niel, Hardy - Mrs. Philibert Pellegrini, Hardy.

The P.T.A. representative from the Thompson School was unable to be present.

P.T.A.

East Branch

Expansion plans

Mrs. Pellegrini, as spokesman, expressed the concern of the PTA members in regard to the need for expanded facilities at the East Branch. The limited seating capacity for all ages, the lack of space for story hours and children's programs, the generally crowded conditions, and the difficulties under which the staff members work were reviewed. The committee members requested information as to what plans for expansion the trustees might have and asked what steps the committee members could take to hasten action to improve the present conditions at the branch.

The trustees expressed their pleasure at the interest and concern of the committee members and assured them that their help and cooperation would be needed in realizing an enlarged branch facility. The trustees would keep in touch with the P.T.A. committee.

After the committee delegation had left at 8:30, the Board proceeded with its regular business meeting. The Secretary's report was accepted as prepared and distributed.

Correspondence

Grilles
Lock guards
Dallin

Edith Fox

Correspondence consisted of a letter from Mr. Quattrochi quoting prices for wire grilles and lock guards for the doors at Dallin, a letter from the School Committee acknowledging the trustees' letter requesting a joint meeting, a communication in regard to a petition which has been presented to the Probate Court by Sleeper & Sleeper in reference to the will of Edith M. Fox, and two notices from the office of the Town Clerk listing recent acts of 1965.

Nat. Lib. Week

Mr. Uek reminded the trustees of the meeting of the Friends of Robbins Library scheduled for June 10 at which time a full report of the National Library Week effort will be presented. In the discussion which followed, mention was made of the desirability of letting the general public know that the Library Week program is not a money making affair, (an idea erroneously held by many people); that the hope each year is to have the sale of tickets cover the speakers fees. Trust funds are used to make up any deficit incurred.

Grounds at Dallin

Mr. Washburn reported that the new lawn at Dallin was growing satisfactorily, that the air-conditioning of the Music & Art Room seemed to be entirely satisfactory, that Mr. Wright had suggested we wait until the fall to plant the hedge along the fence at Dallin. Mr. Washburn also suggested that a light be installed outside the Dallin Branch to light the stair well leading to the lower level.

The Librarian reported that Mr. Shaffer, director of the School of Library Science, Simmons College, was the only consultant from whom a reply had been received to date. Over the telephone on that very day, Mr. Shaffer quoted the following proposal, saying he had forwarded the same in a letter mailed that day.

Survey

In brief, Mr. Shaffer agreed to make a "feasibility study to determine if additional space is required by way of an addition to the main building." He estimated the time involved in producing such a study would be two days, in Arlington, and two days in preparation of the study. Based upon his standard per diem of $150. and expenses he offered to do the study for $500. He also said this fee would include a meeting with the trustees to discuss his findings.

Furniture Ref. Room

The Librarian presented a quotation from Maurice Kaplan for furniture for the Reference Room. She further reported that Mr. Nickerson of Schwamb had decided his firm was too busy this summer to contemplate taking on any additional contracts and had decided not to give any quotation for the Reference Room job. The Librarian was directed to discuss the matter of furniture with the Town Manager.

Miss Latimer

Mrs. Yood recommended a Miss Corrie Latimer for the position of Assistant in the Reference Department to replace Miss des Cognets who resigned in June. Miss latimer is a graduate of Converse College, S. C. and received her Master's in Library Science in June of this year. Miss Latimer's recommendations were excellent. The trustees voted her appointment, subject to the approval of the Town Manager, at the yearly salary of $5408.00 - LS 2, Step 1.

Mrs. Yamak

Mrs. Yood also presented the name of Mrs. Lois Yamak for the temporary position of School Librarian to replace Mrs. Gersh who will be on maternity leave from September until January, 1965. Mrs. Yamak has her Master's Degree in English from Columbia, and her Master's in Library Science from Simmons. She has taught school and has worked in the library of the American University at Beirut for three years while her husband taught at the University. The trustees voted to pay her at the yearly rate of $5616. LS 2 - Step 2, subject to the approval of the Town Manager.

The Librarian reported that she had contacted the psychiatrist who has been treating Mrs. Hart, the Reference Librarian, who has been out ill since December 24, 1964. Dr. Fleming of Beacon Street, Boston, was very optimistic in his report saying that he expected Mrs. Hart to be ready to come back to work within three or four weeks, completely herself again. The Librarian also reported that she had

Grounds at Dallin

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Furniture Ref. Room

The Librarian presented a quotation from [illegible] for furniture for the Reference Room. She further reported that Mr. [illegible] of [illegible] had decided his firm was too busy this summer to contemplate taking on any additional contracts and had decided not to give any quotation for the Reference Room job. The Librarian was directed to discuss the matter of furniture with the Town Manager.

Miss Latimer

Mrs. Hunt recommended a Miss Carole Latimer for the position of assistant in the Reference Department to replace Miss [illegible] who resigned in June. Miss Latimer is a graduate of Converse College, S. C. and receives her Master's in Library Science in June of this year. Miss Latimer's recommendations were excellent. The Trustees voted her appointment, subject to the approval of the Town Manager, at the yearly salary of $5025.00 - LB 2, Step 1.

Mrs. Lauck

Mrs. Hunt also presented the name of Mrs. Lois Lauck for the temporary position of School Librarian to replace Mrs. Parks who will be on maternity leave from September until January, 1966. Mrs. Lauck has her Master's degree in English from Columbia, and her Master's in Library Science from Simmons. She has taught school and has worked in the library of the American University at Beirut for three years while her husband taught at the University. The Trustees voted to pay her at the yearly rate of $5515, LB 2 - Step 2, subject to the approval of the Town Manager.

The Librarian reported that she had contacted the specialist who has been treating Mrs. Hart, the Reference Librarian, who has been out ill since December 29, 1964. Dr. Fleming of Bacon Street, Boston, was very optimistic in his report saying that he expected Mrs. Hart to be ready to come back to work within three or four weeks, completely herself again. The Librarian also reported that she had visited Mrs. Hart that very morning and had seen a marked improvement in her condition. In fact, Mrs. Hart herself is eager to return to the library and plans to ask the doctor's permission to return next week. Mrs. Hart is aware that she must get a certificate from the town doctor before she can reassume her library duties. Mrs. Hart

Now that the air-conditioning project in the Music & Art Department seems to be satisfactorily completed, the Trustees voted to use the remaining funds ($2,535.64) to air-condition the catalog room as provided in Article 94 of the 1964 Warrant passed at Town Meeting in March of that year. The Librarian was directed to talk with Mr. Quattrochi in regard to the matter.

The meeting adjourned at 10:20 after the Trustees voted that no regular meeting will be held in July and August. A special meeting will be called if necessary.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

August 31, 1965

The Trustees met for a special meeting on Tuesday evening, August 31, 1965 in the Historical Room at 7:30. Those present were: Mesdames Thompson & Yood, Messrs. Uek and Washburn and Judith E. Stromdahl, Head Librarian.

The Librarian read the correspondence which consisted of the following:

Letters from the Town Manager to Robert Uek and Milton Washburn advising them of their reappointments as members of the Board of Library Trustees for another three year term.

Re-Appt
Uek
Washburn

A number of communications from the office of the Town Clerk directing attention to recent acts of 1965.

A letter from Mrs. Hart thanking the trustees for their consideration during her recent illness.

A letter from Harold McLean, coordinator of the Pupil Enrichment Program expressing gratitude for the library's cooperation in this program.

Letters
of
Apprec.

Letters of appreciation commending the staff, from library patrons, Barbara Fagone and Mrs. Joseph Fiotte.

A letter from the Finance Committee confirming the changes made in the 1965 library budget in relation to requests.

Letter
Fin.Comm.

A letter from the Town Manager in regard to the report from the N. E. Insurance rating association with recommendations affecting town buildings.

At eight o'clock, Mr. David Dobson of Remington Rand was admitted to the meeting to give a demonstration of tables and chairs under consideration for the business area. Mr. Dobson went into detailed description of the construction of the furniture and answered questions posed by the trustees and librarian. After Mr. Dobson's departure, the trustees, after much deliberation, instructed the librarian to ask Mr. O'Leary to put the furniture for this area out to bid, namely, two tables and nine chairs. Alternate bids were to be requested for the chairs, one for upholstered backs and seats, the other for plain backs with upholstered seats.

Bids
for
furniture
Business
Area

The trustees also studied the plans presented by Maurice Kaplan for the furniture for the reference room and instructed the librarian to have Mr. O'Leary advertise for bids for this furniture also.

Consultant for Survey

The librarian presented the name of a third consultant who is interested in making a survey of the Robbins Library, a Mr. Hoyt Galvin of Charlotte & Mecklenburg County, No. Carolina. After some discussion the trustees voted to defer selection until the meeting scheduled for September 14. It is understood that Mr. Monahan wished to join the Trustees when they meet with the consultant for discussion.

East Branch

Land

Action to be taken in regard to the East Branch was discussed. The trustees agreed that the Fox Funds should be used to enlarge the Branch if possible. Inasmuch as no legal action can be taken until the money has been received and accepted by the town meeting, the trustees agreed that their only course of action at the present time is to sound out the owner of the lot of land next to the branch to find out if he is interested in selling. Mr. Uek and Mr. Washburn are to approach the owner.

School Libraries

School Libraries were discussed. Mr. Uek mentioned that the Board of Library Trustees would probably be requested to sit in with the School Committee to discuss the desirability, if any, of any changes in connection with the school libraries.

Tea

Dodge

Family

Arrangements for the Tea for the Dodge family were discussed. It was agreed to hold the Tea on Sunday afternoon, October 3, 1965, in the Junior Library from four until six, provided this is satisfactory to the Dodges. Miss Hodges was designated to make the necessary arrangements and prepare the invitations. These are to go to former trustees, present Board Members, staff, Selectmen, Town Manager, School Principals, Chairman of Finance Committee, School Superintendent and Assistant Superintendent, and any relatives and friends which the Dodges wish to include. Mrs. Thompson agreed to select a caterer. It was also agreed that the chairman should take advantage of this occasion to say a few words in appreciation of the bequest left to the library by Mr. Dodge, pointing out how this money provided the means to secure badly needed shelving for the Junior Library.

Cross Walk

The Librarian brought to the attention of the Trustees concern of many borrowers regarding a cross walk which they felt was needed in front of the library when jay walking rules were to be put into effect. The Librarian was advised to talk with the Chief of Police.

The news story prepared by Dr. Ellen Wiese regarding the Print Collection was approved with one change.

Floor Y.Adult Dept.

Because several members of the staff have fallen in the Young People's room due to the slippery surface of the floor, the Trustees suggested that the custodians contact Mr. Smith in regard to a possible change of wax of the non-skid type. The Librarian was directed to speak to Mr. Capes in regard to this matter.

The date of the next meeting was set for September 14, 1965.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 14, 1965

The Trustees met for their regular monthly meeting on Tuesday evening, September 14, 1965 at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Brosnan, Uek and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the last meeting were accepted as prepared.

Correspondence consisted of a communication from the Town Clerk's office regarding recent Acts of 1965, and a letter from Mr. Francis St. John.

Mr. Uek reported that he, Mrs. Yood and the Librarian, met with the Town Manager on Wednesday afternoon, September 8, 1965 to discuss the furniture to be purchased for the Reference, Business and other areas. Mr. Washburn arrived as the conference was being concluded. In his opening statement, Mr. Uek mentioned that the Trustees had "shopped around" trying to find furniture which would be in keeping with the beauty and style of the Reference Room itself. They had finally located some tables and chairs which they thought would be highly satisfactory and had found the supplier to be Maurice Kaplan from whom specifications had been secured. Mr. Uek indicated that the Trustees liked Remington and Sjostrom's furniture and stated that the Board was not concerned with the bidder as long as the specifications were met. He also asked the Town Manager if Trust Fund money could be used to supplement available town funds if the latter proved to be insufficient to cover the bid prices. Mr. Monahan assured Mr. Uek that this was possible. Mr. Monahan accepted the specifications and gave them to Mr. O'Leary who was also present and directed him to prepare them for bidding.

Furniture
for
Ref Rm
Bus. Rm
other
areas

Mr. Uek then presented the specifications for the Remington furniture which the Board would like for the Business Room, stating that these tables and chairs had been selected after much study and thought. Mr. Monahan accepted the recommendations and gave them to Mr. O'Leary to put out to bid.

Spec.
for
furniture
Bus. Rm.

The Trustees also asked if the chairs for the adult stack area and the East Branch could be purchased from Sjostrom's specifications as these chairs should match those already in use in the Music and Art Room.

Mr. Uek reported that a number of speakers had been contacted and were found to be unavailable for the National Library Week Program. Included in these were James Bishop, who "tries to avoid public appearances", Ralph J. Bunche who has "had to curtail his speaking engagements" John H. Glenn whose busy schedule keeps him from accepting many speaking engagements, James Michener who "cannot make long range commitments", and John Steinbeck who never speaks in public. Pearl

NLW
Speaker

Buck has indicated she is available, and it is hoped that answers from Helen Hayes, Vincent Price, and Theodore Sorensen who have also been approached, will be received shortly.

Plans for the Tea on October 3rd were completed. Mrs. Thompson agreed to order flowers for the table and corsages for Miss Bernice Dodge and her mother, and to contact the caterer, Mr. E. E. Flint, 18 Windermere Avenue, the money for this to be taken from Trust Funds.

Tea for Dodge

Mrs. Yood reported that she and the Librarian had offered a Mr. Clinton Tao the position of Head of Technical Services, subject to the approval of the Town Manager. Mr. Tao is a naturalized U. S. citizen, has an A B degree from the Chung-Shan University, and a BA in Library Science from the Boone University in China. In addition he has an MA from the Teachers' College at Columbia University, and a degree in Library Science from the School of Librarianship, University of Washington in Seattle. He spent two years in the Catalog Department of the Cincinnati Public Library and for the past six years has been a cataloguer in the Library of Congress. He is anxious to come to the Boston Area as he and his wife wish their children to be brought up in New England, and his wife is employed at Harvard University as a cataloguer. Mr. Tao is willing to take a salary cut; his present salary is $8300. Mrs. Yood recommended the Maximum in Grade 4, $7,384.

Mr. Tao

Voted: To confirm the action of Mrs. Yood and hire Mr. Tao at a yearly rate of $7,384. subject to the approval of the Town Manager.

Mr. Tao

The Trustees reviewed the qualifications of a number of Library Consultants who had indicated an interest in the appointment. After some discussion, Mr. Francis St. John of New York was selected. The Librarian was directed to contact the Town Manager for his approval and, if approved, to set up an appointment convenient to both Mr. Monahan and Mr. St. John. A late afternoon appointment was suggested.

Mr. St.John

Mr. Uek reviewed his conversation with the Town Counsel in regard to the proper action to be taken in acquiring land for enlarging the East Branch. Voted: That Robert Brosnan and Milton Washburn, together with Mrs. Colcord, approach the owner of the property, Basile D. Athens, at 8 Cleveland Street to see if any or all of the land is available for purchase by the Town.

Land at East Branch

The Board elected Mrs. Maude Thompson as Chairman for the coming year.

Chrmn. Mrs.Thompson

Mr. Uek was given "a rousing vote" of thanks for the outstanding job he has done as Chairman for the past two years, and the Secretary was directed to spread this expression of appreciation on the minutes of the meeting.

The Librarian was requested to contact Mr. Roens in regard to a meeting of the Library Board with the School Board to discuss School Libraries.

Mr. Brosnan requested that each Trustee be given a chart of organization with names of all personnel.

It was voted to hold the next meeting on October 12, 1965 at 7:30 p.m. in spite of its being a holiday.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to
Board of Library Trustees

At the meeting of the Library Board held on Tuesday evening, September 14, 1965, the Trustees selected Mr. Francis St. John as the consultant for, quote, "the survey of the physical plant of the Robbins Library to determine whether or not there is a necessity for an addition to said building to provide for present and future library needs".

Mr. St. John was selected from a number of possibilities after careful consideration of their qualifications and recommendations.

Before Mr. St. John is approached, however, the Trustees wish to have your approval of their choice. They also know you wish to be present at the first meeting with the consultant. They therefore, will try to arrange a late afternoon meeting with Mr. St. John if this is your wish, instead of the usual evening meeting. Will you suggest possible dates when it might be convenient for you? This will help in setting up a schedule with the consultant.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 12, 1965

The Board of Library Trustees met on Tuesday evening, October 12, 1965, at 7:30 in the Young Adult Department. All members were present: Mesdames Thompson and Yood, Messrs. Brosnan, Uek, and Washburn, and Miss Stromdahl, Head Librarian.

The minutes of the last meeting were accepted as prepared and mailed.

Correspondence

Correspondence consisted of a communication from the Town Clerk regarding recent acts of 1965, a notice from Aubrey Tobey in relation to Arlington's U N Day Celebration on October 23, 1965, an invitation to attend the Economic meeting to be held October 13, 1965 in the Hearing Room of Town Hall, an invitation to the Guest Nigh Program sponsored by the Arlington Women's Club to be held on October 20 at the Knights of Columbus Hall and a letter from Mr. Francis St. John. In his letter, Mr. St. John wrote that "his firm would be prepared to make an intensive study of the building needs of... Central library giving full consideration to the possibilities of another addition to the present building or the need for a new Central Library"... for a total sum of $4,500.

Mr. St. John

Voted: To accept Mr. St. John's proposal and to request the Town Manager to secure the additional funds needed, if the proposal meets with his approval.

Mr. Tao

Mrs. Yood reported that the new Head of Technical Services, Mr. Clinton Tao, would assume his responsibilities on Monday, October 25, 1965.

Rosemary Weber

She also reported that she had received a call from Mrs. Weber, who was concerned that her daughter, a high school page, might be dropped, because Miss Stromdahl had learned Rosemary was subject to an occasional seizure of epilepsy. Mrs. Yood also received a letter from Rosemary's doctor saying that her sickness was under control and that prior to this seizure, she had suffered none for twenty-six months. The doctor also expressed concern saying that a refusal to let Rosemary continue to work would be very damaging to her psychologically. Mrs. Yood explained that Miss Stromdahl was concerned for the library. If Rosemary should suffer an attack and fall in the stacks or on the stairs she would be injured. Miss Stromdahl has called Dr. Byers of the Children's Hospital under whom Rosemary has been treated for many years. He, too, advised that Rosemary be allowed to continue her work and reiterated that it would be psychologically damaging to deprive her of a chance to be normal. He is to put this in writing for Miss Stromdahl. The trustees voted that "if Dr. Byers' report is satisfactory, and if Miss Stromdahl wishes to keep her, Rosemary is to be allowed to continue her page work, if the Town Manager approves."

Miss Stromdahl reported that Mrs. McQuaid, who is out for reasons of serious family illness, had used up her vacation and accumulated time and would be taken off the payroll. She also reported that Mrs. McQuaid is planning to return as soon as a practical nurse can be found to stay with her mother-in-law. The Trustees discussed the situation. They recognize that Mrs. McQuaid has been one of the most conscientious employees of the library over a long period of time; on the other hand they realize the library's welfare must be considered. The Librarian was directed to inform Mrs. McQuaid, that, from the latest report which was received at the meeting, the trustees would expect her to resume her duties within the next two weeks. Mrs. McQuaid

Mr. Uek reported that Miss Hodges had nothing new to report in regard to a speaker. She was still waiting to hear from Miss Helen Hayes. Mr. Sorenson, whom Miss Hodges had also contacted, did not wish to commit himself so far in advance and Peter Ustinov did all his speaking in the fall and would not be available in the spring. The librarian added that she had contacted Miss Hayes' publisher at the New England Library Meeting, who said he would try to get a "yes" or "no" answer from Miss Hayes. N.L.W. Speaker

The Librarian reported that Mr. Dobson of Remington had advised her that the shelving for Dallin had been held up but would be shipped this week and would be set up by October 31, the deadline given the Company earlier. Shelving Dallin

Mr. Washburn reported that the steps in front of the Junior Library had been repaired by Kennefick Bros., and that Mr. Quattrochi had assured the librarian that the new locks would be installed on the doors of all libraries shortly. Jr. Lib. steps

Mrs. Thompson reported that the Librarian had contacted the Town Counsel who had prepared the articles for the Special Town Meeting. He had drawn up one for acceptance of the $5,000. Fox Gift, one for the acquisition of the lot of land behind the East Library and a third for the acceptance of the residue of the Fox bequest when it is received. Article for Spec.Town Meeting Fox bequest

Mr. Brosnan reported that as Mr. Washburn was unable to accompany him he had asked Mr. Uek to call on Mr. Basile Athens with him and Mrs. Colcord in regard to the possibility of selling his land for an addition to the East Branch Library. Mr. Athens was represented by his oldest son; another arrived during the discussion. In short, according to Mr. Brosnan, Mr. Athens is not interested in selling the land. He doesn't need the money and according to his sons, does need this land to keep him busy. The Trustees asked them to reconsider, but implied the land could be taken by eminent domain although they would rather secure the land under pleasant circumstances rather than on a discordant note. The Trustees will contact Mr. Athens. in another two weeks. Land for East Branch

As the committee representing the Crosby & Hardy PTA's are actively concerned in all matters relating to the Branch, Mr. Uek was designated

a committee of one to advise them of the articles which the trustees have requested inserted in the warrant for the special meeting.

After some discussion dealing with the school libraries, it was agreed that Mrs. Thompson and the Librarian should meet with Dr. Roens at a mutually agreeable time.

MLTA

Mr. Brosnan expressed concern at the ineffectiveness of the MLTA at the present time and felt that steps should be taken to make it a more efficient and effective body in promoting good library service in the Commonwealth. He advised the board that he intended to attend the State Trustees Meeting to be held on October 30, 1965 and place Mr. Washburn's name in nomination for President. Mr. Washburn has demonstrated his interest in libraries during his years as Trustee of the Robbins Library and has an outstanding record of service to the community through his interest and enthusiasm. The Trustees voted to support Mr. Brosnan's campaign in behalf of Mr. Washburn, but Mr. Washburn protested that he felt he could not accept a nomination for President at this time as he felt he should be more familiar with the program, objectives, and organizational set up. He would consider being asked to serve on the Board in some other capacity. Mr. Brosnan is to contact the present president, a Mr. Dimond of Reading and alert him to this effect.

Curator

Upon recommendation of the Librarian, Miss Ellen Wiese, Curator, was granted an increase from $2.50 per hour to $2.75 per hour, this change to become effective as of October 15, 1965.

Tea at Library for Teachers

The Librarian reported that a Tea had been held in the Library Hall for all High School Teachers on Tuesday afternoon, October 5, 1965. Over eighty teachers from the High School had attended and twenty Sisters from Catholic High. Mrs. O'Day, Young Adults' Librariand had prepared some exhibits in the Library Hall and spoke to the teachers about the services which the library can offer the schools and she suggested that the teachers notify the library of school assignments so that books could be placed on reserve for the students. Many of the teachers and all of the Sisters indicated an interest in seeing the library and were taken on tours through all the departments. Many of them registered for library cards; some asked to have books placed on reserve. It was an exciting sight to see the teachers of these two schools mingle together and discuss mutual problems while enjoying the tea, the cakes and cookies for which had been donated by staff members.

After a short discussion, it was decided to hold a special meeting to complete the budget on Tuesday, October 19, 1965, at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 21, 1965

The Board met in special session on Saturday morning, November 21, 1965 to discuss the meeting to be held with the Evans Associates on Tuesday evening, December 1, 1965 at 8 o'clock at the Library. The Librarian presented some salary statistics which the board members had requested as well as concise job descriptions.for the professional library jobs. As a result of the discussion which followed it was decided that a change should be made in the classification of jobs now in Grades IV and V.

Head of Circulation, Reference Librarian, Branch Librarian, Cataloger and Music Librarian should be grouped together while Young Adults' Librarian, Children's Librarian, and School Librarian should be placed in the same grade. It was also felt that there should be a third grade for the non-professional workers or library assistants into which the office secretary and those assistants with a special skill, such as art.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

November 30, 1965

The Trustees met on Tuesday evening, November 30, 1965 in the Librarian's office at 7:30 p.m. Those present were: Mrs. Yood and Mrs. Thompson, Messrs. Uek, Washburn, and Brosnan, and the Librarian, Miss Judith E. Stromdahl.

The Secretary's report was accepted as prepared and distributed through the mail.

Correspondence consisted of a letter from Hill & Associates, Inc., requesting opportunity to participate in any building plans which might develop, a communication from the Town Clerk in regard to additional "Acts of 1965", a letter from Mr. O'Leary in regard to the bid on furniture, for the Reference & Business Rooms. The letter requested the Trustees to sign an agreement to the effect that the amount over and above the $5,000. provided in the Capital Outlay budget for Reference Room furniture will be paid from Trust Funds, a letter from Sleeper & Sleeper enclosing a check for $70,000. representing partial distribution in the Estate of Edith M. Fox, and a letter from the office of the Town Clerk enclosing certified copies of Articles 2, 3, and 4 of the Warrant for the Special Town Meeting held November 15, 1965.

Correspondence
Town Clerk
Ref.Rm. Furniture
Sleeper & Sleeper

Mr. Washburn reported that the windows broken by vandalism at the Dallin Branch had been repaired, that the combination windows for Dallin and for the Reference Room had been ordered, and that Exit lights in the Children's Room at Dallin were being ordered. He also said that he had met with the Librarian and Mr. Uek in regard to a number of other items which needed attention such as the cleaning of gutters at Dallin and Main Library, repair of leak in skylight area outside Music Department, Spot lights for the front steps, replacement of a number of plastic lighting fixtures in the stack area, etc. Voted: That Mr. Washburn be allowed to have all necessary work done within the funds remaining in the budget.

Windows Dallin Ref.Rm.
Lights Dallin
Gutters Skylight Spot lights etc.

The Librarian reported that she had sent the check for $70,000. to Mr. Coughlin, Town Treasurer, to bank.

The Librarian reported that she had contacted Miss Helen Streeter of W. Colston Leigh, Inc., in regard to speakers and had been given the names of Marc Connelly, Theodore Sorensen, Art Buchwald, and the Meredith Wilsons. After considerable discussion it was decided to try to secure the Wilsons for the N.L.Week program. In passing, Miss Streeter mentioned to the Librarian that it would make it easier for the library to secure a name speaker if the date for the local affair could be a little more flexible.

N.L.Week Speaker

Voted: That the library be closed at noon on Friday, December 24, 1965, or all day if the Town Manager approved. Christmas Closing

Voted: That the library be closed at 6 p.m. on December 31, 1965.

Voted: That the Trustees give the staff, including custodians, a Christmas Dinner on Saturday evening, December 18, 1965 at 6:30. Mr. Uek was appointed to check into caterers and report to Mrs. Thompson. Staff Dinner

The Trustees' meeting was interrupted several times during the evening ty the Reference Librarian who needed help with three youths who apparently were in the library only for the purpose of causing a disturbance. Asked to leave, they repeatedly returned. During the evening, one of the boys, was apprehended by the patrolman as he was entering the library. The officer took the boy's name and secured the names of his two companions. The boys are not to use the library again until they receive permission from the librarian. Dicipline Problems

The next meeting was set for January 11, 1966.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 7, 1966

The Board of Library Trustees met on Friday evening, January 7, 1966 in the Historical Room at 8 o'clock. Mesdames Thompson and Yood and Messrs. Uek and Washburn were present; Mr. Uek, however, was obliged to leave early because of a previous commitment.

This was a special meeting called to review the 1966 budget at the request of the subcommittee of the Finance Committee, which met with the Trustees on Tuesday evening, January 4, 1966.

Corres - pondence

Correspondence consisted of a letter of appreciation for the Trustees Christmas Dinner, from Corrie Latimer and Mrs. Emily Glover, a letter from Margaret Carey thanking for the use of the Dallin Hall during September and October, and a letter from Lawrence Dallin giving papers of, and material on, Cyrus E. Dallin to the Robbins Library on a permanent loan basis.

Voted: To accept with thanks the Dallin Collection on a permanent loan basis.

Fox Bequest

A letter from Sleeper & Sleeper, Councellors at Law, with a check for $2,500.* available because the library is tax exempt. * From the Estate of Edith M. Fox.

Articles Warrant

A letter from the Selectmen in regard to articles to be included in the 1966 Warrant. After some discussion it was voted: That Mr. Purcell be requested to draw up an article requesting an additional $3,500. for the library survey.

Land at East Branch

The question of Mr. Athens' property was raised. Mrs. Thompson reported that, upon advice from Town Counsel, she had asked Mr. Uek and Mr. Washburn to contact Mr. Athens once more to see if he had changed his mind about selling the land in question. No price was to be mentioned, however.

Children's Room at Dallin

Now that the new Children's Room at Dallin is ready for use, plans for an Open House were discussed. It was agreed, however, that it would be impossible to open the room until additional personnel is available. It was decided to wait until the budget with its request for a Children's Librarian for the branch is approved and voted.

Budget Review

The budget was then reviewed. Expenses, salaries, personnel, were discussed at length to see what cuts, if any, could be made. It was unanimously agreed that all items in the budget were necessary to the satisfactory operation of the library. However, it was voted: That the item of two additional School Librarians at $5400. each be eliminated from the 1966 budget.

The Librarian was directed to send Mr. Dillon a copy of the vote with the following statement. "After carefully reconsidering the budget, it was agreed that all other items were essential to the operation of the library." Vote to Finance Comm.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary tothe
Board of Library Trustees

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

February 8, 1966

The Board of Library Trustees met on Tuesday evening, February 8, 1966 at 7:30 in the Historical Room. Mesdames Thompson and Yood, Messrs. Uek and Washburn, and the Librarian, Judith E. Stromdahl, were present. (To date, no replacement for Mr. Brosnan has been appointed.) In addition, the Town Treasurer, Mr. Francis Coughlin was present for the first part of the meeting.

Mrs. Thompson opened the meeting with a few words of appreciation to Mr. Coughlin for his willingness to attend the meeting and give the trustees a report of the Library Trust Funds. Each fund was reviewed and upon suggestion of Mr. Coughlin, it was decided to combine some of the money of a number of the funds, (Robbins Print, Edith Fox, and Emma L. Sprague) and transfer them for better returns next April. At that time Mr. Coughlin will make recommendations to the Board as to where these funds should be placed. It was also decided to combine the $141.76 interest on the Nathan Pratt Library Fund with the Five Cents Savings Bank account. Mr. Coughlin presented the Pass Book of the Elbridge Farmer account and a docustat copy was made of the entries. This fund is under the control of a special Board of Trustees, who disperse the interest to beneficiaries as required by the will.

Report on Library Trust Funds by Mr. Coughlin

The minutes of the last meeting were read and accepted as prepared with the suggestion that the words "from the estate of Edith M. Fox" be added after the amount $2,500 in the fifth paragraph.

Words added to min. of last meeting

Correspondence included a copy of the correspondence between Mr. Brosnan and the Town Manager in regard to the former's resignation and a copy of a letter to Mr. Coughlin from the Treasurer of the Elbridge Farmer Fund, enclosing a report of the Trustees for 1965 and a check for $2,225. for the Robbins Library.

Elbridge Farmer Fund

Mr. Washburn reported that Miss Hodges, in the absence of the Librarian, who was out ill, had notified him of a leak in the roof at the East Branch. According to Mr. Kennefick, who had been contacted, show had melted and frozen around the chimney and was the cause of the leak. He spread salt around the chimney and said he felt there would be no more trouble.

Leak East

Kennefick notified

On Saturday, February 5, 1966, Mr. Washburn was advised that the East Branch was without heat. The Gas Company was notified and reported that the thermostat or automatic clock was at fault. As no electrician was available on Saturday, the Gas Company service man put the heater on manual control and said he thought the heat would be alright for the weekend. However, on Sunday, when the custodian checked the building, he found the building was cold and called the Gas Company again. This time the service man reported that the

Heat at East Branch

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

February 8, 1966

The Board of Library Trustees met on Tuesday evening, February 8, 1966 at 7:30 in the Historical Room. Mesdames Thompson and Hood, Messrs. Oak and Washburn, and the Librarian, Judith S. Stromdahl, were present. (To date, no replacement for Mr. Brosnan has been appointed.) In addition, the Town Treasurer, Mr. Francis Coughlin was present for the first part of the meeting.

Report on Library Trust Funds by Mr. Coughlin

Mrs. Thompson opened the meeting with a few words of appreciation to Mr. Coughlin for his willingness to attend the meeting and give the Trustees a report of the Library Trust Funds. Each fund was reviewed and upon suggestion of Mr. Coughlin, it was decided to combine some of the money of a number of the funds, (Robbins Trust, Edith Fox, and Anne L. Sprague) and transfer them for better returns next April. At that time Mr. Coughlin will make recommendations to the Board as to where these funds should be placed. It was also decided to combine the $151.78 interest on the Nelson Trust Library Fund with the Five Cents Savings Bank account. Mr. Coughlin presented the Pass Book of the Eldridge Farmer account and a Xeroxed copy was made of the entries. This fund is under the control of a special Board of Trustees, who disperse the interest to beneficiaries as required by the will.

Words added to min. of last meeting

The minutes of the last meeting were read and accepted as prepared with the suggestion that the words "from the estate of Edith R. Fox" be added after the amount $2,500 in the fifth paragraph.

Eldridge Farmer Fund

Correspondence included a copy of the correspondence between Mr. Brosnan and the Town Manager in regard to the former's resignation and a copy of a letter to Mr. Coughlin from the Treasurer of the Eldridge Farmer Fund, enclosing a report of the Trustees for 1965 and a check for $1,263. for the Goodnow Library.

Leak East

Kennerlick notified

Mr. Washburn reported that Miss Hodges, in the absence of the Librarian, who was out ill, had notified him of a leak in the roof at the East Branch. According to Mr. Kennerlick, who had been contacted, snow had melted and frozen around the chimney and was the cause of the leak. He spread salt around the chimney and said he felt there would be no more trouble.

Heat at East Branch

On Saturday, February 5, 1966, Mr. Washburn was advised that the East Branch was without heat. The Gas Company was notified and reported that the thermostat or automatic clock was at fault. As no electrician was available on Saturday, the Gas Company service man put the heater on manual control and said he thought the heat would be alright for the weekend. However, on Sunday, when the custodian checked the building, he found the building was cold and called the Gas Company again. This time the service man reported that the circulating pump was at fault and said a plumber was needed. Mr. LeBlanc responded to the call and found the motor was burned out. He replaced the motor with a rebuilt one guaranteed for one year.

Mr.LeBlanc rebuilt motor

Mr. Washburn also reported that Mr. Corelli is out ill. He hurt his back when the custodians lifted the snow blower into the Station Wagon to take it to the Dallin Branch during the recent snow storm. As a result, with Mr. O'Leary's permission, Wilfert Bros. built a ramp for this purpose for future use.

Mr. Corelli hurt back

Mr. Smith was contacted for a replacement for Mr. Corelli who is out on Workman's compensation for an indefinite period.

Mr. Uek reported that the Colsten Leigh Agency had notified the library that Theodore Sorenson who had been engaged as the National Library Week speaker, would be unable to keep his commitment as he had joined a noted law firm and would probably be out of the country in the spring. The well-known author, columnist and humorist, Art Buchwald, has been substituted for Mr. Sorenson.

Friends Library Nat.Lib. Week Speaker

According to Mr. Uek, National Library Week tickets are in process of being printed and will be ready for distribution at the Friends meeting to be held on Thursday evening, February 19, 1966 at the library with Miss Elizabeth Hodges, who recently returned from a trip to the Far East, as the guest speaker. Mr. Uek mentioned that he hoped to secure the ticket chairman by this date, also.

Miss Hodges speaker at Friends

Tickets N.L.Week

In the general discussion which followed Mr. Uek's report it was suggested that some of the Friends be asked to help with the refreshments on Thursday evening; the Librarian was asked to have Miss Hodges take care of this matter and also to secure "pourers" for the same evening.

Because James Campbell (who works until midnight) has Friday as his free day, there is no custodian on duty after nine o'clock in the evening on Fridays. Consequently the man on duty must stay overtime when a group meets in the hall on this evening. Voted: A charge of $2.75 per hour or fraction thereof will be charged for custodian service for use of the hall after nine o'clock on Friday evenings.

Meetings in hall on Friday evenings

Mrs. Thompson reported that she had received no word from the Town Counsel, Mr. Purcell, who is handling the acquisition of the Athens property needed to enlarge the East Branch.

Mention was made of the M.L.A. Mid-winter meeting to be held at the Sheraton-Plaza in Boston on February 10, 1966. Mrs. Yood reported that she planned to attend the morning session on Library Building as well as the Luncheon meeting.

M.L.A. Mid-winter meeting

Mrs. Thompson reminded the Board of the hearing before the Finance Committee, scheduled for Thursday, February 10, 1966, in regard to additional funds for the library survey, and a brief discussion on this and a number of library budget items ensued.

Fin.
Comm
Funds
for
Survey

The meeting was adjourned at 10:15 p.m.

March 8, 1966 is the date of the next regular meeting of the Board.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING of the BOARD OF LIBRARY TRUSTEES

March 8, 1966

The Board of Library Trustees met on Tuesday evening, March 8, 1966 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn and the Librarian, Miss Judith E. Stromdahl.

On behalf of the Trustees, Mrs. Thompson welcomed Mr. Michael Troiano, newly appointed to the Board for a three year term. She expressed the hope that he would enjoy the experience as much as the other Board members have, observing that they have appreciated this opportunity to serve the Town.

Mr. Troiano Appt.

The Secretary's report was approved as prepared and distributed.

Correspondence consisted of a notice of the Arlington Citizens for Youth meeting scheduled for February 21, 1966 in the auditorium of the Town Hall, a letter of application for use of the Junior Library Hall by the Arlington Sting Rays, "a club devoted to further the field of diving both as a sport and as a profession and will be lead by YMCA certified Scuba divers.... also concerned with the study of marine biology, sedimentology, oceanography and underwater photography", a letter from Miss Wiese, the Art Curator, with a proposal to exchange some of the duplicate prints of the Print Collection with some of comparable value from the recently opened Museum of Graphic Art in New York, and a letter from the Librarian thanking the Trustees for the very pleasant evening spent as their guest in recognition of fifteen years of service in Arlington.

Correspondence

The request of the Arlington Sting Rays to use the Library Hall was postponed subject to more information. The Trustees wish to know if adults are present at meetings, and if the club is sponsored by an Arlington group. Board members feel that permission to use the hall should not be given any youth group unless a responsible adult is present.

Use of Hall

Voted: To allow Miss Wiese to contact the Museum of Graphic Art to explore the possibility of exchanging some of the Robbins Print Collection duplicate prints for others of comparable value

Print exchange

Mr. Uek reported that Mrs. Philip Littlefield, the ticket Chairman for National Library Week, has organized a committee of eight people who have each been assigned one-hundred tickets to distribute among the Friends of the Library. This committee is to report to her and

NLW

Mr. Farrow, the Treasurer, every Saturday morning. To date, twelve hundred tickets have been distributed.

Through the courtesy of the Philharmonic Society, tickets are to be available at the Philharmonic Concert to be held in April at the High School. NLW

Mr. Uek also announced that the following people had agreed to serve:

Treasurer - Mr. William Farrow
Master of Ceremonies - Mr. Harry Baldwin
Program - Mrs. Irving Stein
Stage Arrangement - Mrs. John Peters
Admissions - Mrs. Eva Balazo
Ushers - Mrs. Mary Carlisle
Publicity - Miss Elizabeth Hodges
Book Exhibit - Library

In the discussion following Mr. Uek's report, it was decided: that Mrs. Thompson should take part in programs, and Mr. Milton Lord, President of the M.L.A. and Director-Emeritus, Boston Public Library, be asked to give a short greeting; the section in front of the auditorium should be reserved for committee chairman, trustees, etc., and speakers, trustees, and librarians, only, sit on the stage, and Mrs. Yood to arrange for the reception. NLW

Mr. Uek also noted that he was leaving for Florida to be gone until April 17. He has contacted Miss Hodges who will proceed with necessary arrangements for the Program.

In view of the impending enlargement of the East Branch, Mrs. Thompson reported that she and the Librarian had visited the North End Branch in Boston and the new library in Belmont. According to Mrs. Thompson, the North End Branch was "enchanting", a little community center, ideally suited to the location. The interior garden, stone paved Italian courtyard, reading areas, construction of the building, all lent a charm which could not fail to impress visitors and borrowers. Libraries visited

Spaciousness was the outstanding feature of the Belmont Library, its carpeted floors giving a sense of quiet luxury.

The Trustees agreed that additional libraries should be visited, these visits to be followed by a Board meeting to discuss ideas and impressions.

The Librarian reported that Florey Corelli, Junior Custodian, was still absent with a bad back and was on Workman's Compensation. She also mentioned that Mr. Paradis had

completed the staining of the shelving in the hallway outside of the Technical Services Department, and that the draperies for the new Children's Room at Dallin Branch had been installed.

Mrs. Klein

Mrs. Molly Yood presented the name of Mrs. Sally Klein, a graduate of Scripps College and Simmons Library School. Mrs. Klein recently resigned from her position as a Cataloger ~~at~~ at the Fletcher School of Diplomacy, Tufts University as she was interested in securing a position dealing with the public. Mrs. Klein has received excellent references from Fletcher and Simmons. She is being considered for the professional vacancy which will result from Gjoa Aanderaa's return to Oslo, Norway in April.

Voted: To hire Mrs. Klein at the annual rate of $5616, LS 2 Step 2, subject to the approval of the Town Manager, Mrs. Klein's services to begin as soon as possible.

It was decided to hold Open House at the new Children's Room at Dallin on Saturday afternoon, April 16, 1966, from three to five, and to serve refreshments. Publicity will include flyers, and newspaper articles.

The next meeting is scheduled for Tuesday evening, April 12 at 7:30. *

The meeting adjourned at eleven o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and
Secretary
Board of Library Trustees

* This date has since been changed to April 19, 1966 at 7:30 p.m.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 19, 1966

The Trustees met for their regular monthly meeting on Tuesday evening, April 19, 1966 at 7:30. Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl, were present.

The minutes of the last meeting were accepted.

Corres-pondence

Correspondence consisted of a letter from the Division of Library Extension notifying the Trustees that the Robbins Library had "met all the requirements of the law and the minumum standards promulgated by the Board of Library Commissioners" and "had been duly certified for a 1966 State Grant of $12,488.25"; a certified copy of the vote under article 55 of the Warrant for the 1966 Annual Town Meeting; a letter of appreciation of the library services from Mrs. Katharine Kelly; a communication from the Town Clerk listing some Acts of 1965; and a revised list of Architects who have served Massachusetts Libraries from the Division of Library Extension.

Friends of Library

Mr. Uek gave a report of the ticket sales to date for the National Library Week Program and general arrangements were discussed. Mrs. Yood was authorized to make necessary arrangements with Deasy the Caterer for the Reception following the program.

Building & Grounds

Mr. Washburn mentioned the outside doors of the new Children's room at the Dallin Branch. A door check is needed on the outside door and the inside screen door, recently hung by Mr. Colbert of Crocker Sales, is unsatisfactory in that it cannot be closed when the outside door is closed. Mr. Quattrochi has been consulted and is looking into the matter.

Open House Dallin

Mrs. Thompson gave a brief report on the very successful open house at Dallin Branch on Saturday, April 16, 1966, when the new Children's Room was officially opened. Boys and girls with a number of adults filled the room and after the program they selected books to take home. Refreshments were served.

Personnel

Mrs. Yood reported that Mrs. Marjorie Gersh, the School Librarian who resigned last September to have her baby, has agreed to serve as Children's Librarian at the Dallin Branch on a temporary basis, hopefully until a permanent librarian can be secured.

Misc.

The Librarian reported that, at the request of the Pan American Society, the Director of Municipal Libraries of Montevideo, Uruguay, visited the Robbins Library on Wednesday, April 13, along with an Interpreter from the State Department. The Librarian, Mr. Juan Carlos Onetti, is an outstanding South American Novelist, some of whose books are in the process of being translated into English. In spite of the fact that Montevideo is a city of over a million people, Mr. Onetti deplored the lack of funds for books for his libraries, not having received one penny for books since October 1964. He expressed his appreciation of the Robbins Library and was especially interested in the phonorecordings and the Young Adult Room.

The Librarian also mentioned that the data processing materials given to the library by Mr. Robert L. Roussel, Manager of Systems, Honeywell Electronic Data Processing Division, have been cataloged and bound and are ready for use by the public

Library Consultant

The Librarian was directed to contact Mr. St. John in regard to the library survey. His contract is to be submitted to, and accepted by, the Trustees and referred to the Town Manager for his approval.

Library visits

The Board members agreed that it would be advantageous to visit more libraries, especially new additions and new branches. Saturday, April 30, was suggested for one visiting day, and tentatively approved by Mrs. Thompson, Mrs. Yood, Mr. Washburn and the Librarian. Mr. Uek will join the group if at all possible. Other evening visits were also planned. A special Board meeting will be held to discuss these visits and to formulate plans for the East Branch.

Piano

As the baby grand piano in the library hall is in very poor condition, it was suggested that the library advertize through the newspapers in the hope of receiving the gift of a replacement in good condition from some interested townsman.

The next meeting was scheduled for May 10, 1966 at 7:30 p.m.

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

Memo

To: Members of Board of Library Trustees and Dr. Roens

From: Judith E. Stromdahl, Head Librarian

Re: School Librarians

Date: April 5, 1966

Mrs. McQuaid, Supervisor of Children's Library Services and the Librarian, Judith E. Stromdahl, met with Dr. Roens in his office on March 25, 1966 to discuss the school library situation. According to Dr. Roens, he has notified Mr. Remmert, Chairman of the Finance Committee that the Instructional Program of the schools would include three full time librarians (Hardy, Stratton, Thompson) for the next school year, 1966-67. It was understood that Dr. Roens would try to fit these librarians into his budget, but in case of lack of funds, would approach the Finance Committee for necessary funds to pay for two school librarians, the number originally requested in the budgets of the School and Library Departments.

Dr. Roens further stated that it was his wish to have the library hire the two elementary school librarians and supervise their work carrying on the school library program in the usual manner, under the Supervisor of Children's Library Services. Salaries, for these two librarians will be at the same rate as those on the library staff, but will be paid by the School Department.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 10, 1966

The Trustees met for their regular monthly meeting on Tuesday evening, May 10, 1966 in the Historical Room. Those present were: Mrs. Maude Thompson, Messrs. Troiano and Uek and the Librarian.

The minutes of the previous meeting were accepted as prepared and distributed.

Correspondence consisted of letters complimenting the Trustees and Friends on the success of the National Library Week Program, and a communication from the Town Clerk listing recent Acts of 1966.

N.L.W.

Mr. Uek reported that the National Library ticket proceeds covered expenses for the speaker's fee, flowers, advertising, police, and custodial help, leaving a balance of about $200.00 in their account. The speaker's traveling and hotel bill were not included in this report. These amounted to $97.40.

Voted: to pay the amount of $97.40 from the Friends' Account. Expenses for the reception were to be taken from the Farmer Trust Fund.

Voted: to send Miss Hodges a letter of thanks for her work on behalf of the National Library Week observance.

Voted: to spread on the records a vote of thanks to Mr. Uek for his able Chairmanship of the 1966 National Library Week.

Visits to other Libraries

Mrs. Thompson reviewed briefly the visit made to the new Weymouth and Norwood libraries by Mrs. Yood and Mrs. Thompson, Mr. Washburn and the Librarian, on Saturday, May 7, 1966. She spoke of a number of features which were especially outstanding, such as the small browsing areas for adult readers in the Norwood Library.

Land at East

Mrs. Thompson also reported her conversation with the Town Counsel, Mr. Purcell on April 21, in regard to the land to be taken for the addition for the East Branch. Mr. Purcell had met with Mr. Athens' son and was told that the final selling price is $15,000. In view of this ultimatum, Mr. Purcell stated that there was no other course except to institute action to take the land by right of domain, the taking to be made at once. The Trustees can then proceed with their expansion plans.

A discussion in regard to the discipline problem at the Main Library followed. In the course of the discussion it was mentioned that the Weymouth Library had solved its problem by employing two high school teachers for evening duty. These men not only kept the young people in order but also helped them with their homework assignments. It was suggested that the Librarian approach Dr. Anderson of the School

Department to see if perchance there might be teachers who could act in this capacity at the Robbins Library in the fall. It was agreed, that the staff should no longer have to do police duty in addition to their regular library duties.

Voted: to held a special meeting on Tuesday evening, May 31, 1966 to discuss the East Branch Library Plans.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 31, 1966

The Trustees met in special session on Tuesday evening, May 31, 1966 at eight o'clock in the Historical Room of the Robbins Library. Those present were: Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn, and Judith E. Stromdahl, Head Librarian.

Personnel was the first item on the agenda. Mrs. Yood presented the following names of candidates who had been interviewed for the staff vacancies.

Candidates For Positions

1. Mrs. Marion T. Smith, a graduate of Mary Washington College, University of Virginia, who will receive her Master's in Library Science from Simmons in August of this year. Mrs. Smith has worked in a small public library for a brief period and taught high school subjects to Army personnel in a U. S. Army Education Center in Europe from October 1964 to January 1965. Mrs. Smith's recommendations were superior. She apparently is an unusually fine person. After some discussion it was decided to offer her the maximum in LS 2 ($6116.) in the hope that she will accept a position with the Robbins Library although she has been offered $6200. elsewhere, this action subject to the approval of the Town Manager.

2. Mrs. Rita Aberbach, who received a BA from Simmons College and will earn her Master's in Library Science from Rutgers in August 1966. She is interested in the combination Young Adult-Music position but says the Children's Librarians' job at the Dallin Branch is her second choice. Mrs. Aberbach also had excellent references. Her experience includes a short work term on a Junior High level. It was decided to start her in the Young Adult-Music position at step 1 of LS 2 ($5678.) and advance her to step 2 ($5896) after three months if she proved satisfactory, again with the approval of the Town Manager.

3. Mrs. Victoria Greene, a 1965 graduateof Western Maryland College, is presently studying for her Master's Degree. She too, has done some library work in a small public library on a volunteer basis and has received fine recommendations. She has accepted a position for the summer in the Washington D.C. Public Library and will be available in September.

4. Marjorie P. Maher was also interviewed. She graduated from Wellesley College this month and has decided to get her Master's in Library Science at Simmons while working. She was a very attractive young person, highly recommended.

After some discussion it was voted to leave the hiring of either one or both of these last two applicants to Mrs. Yood and the Librarian. The Board will confirm the salary rate which Mrs. Yood and the Librarian feel is fair and equitable in the light of education and experience.

Mr. Uek announced that a meeting of the Friends had been scheduled for Thursday evening, June 9, 1966 to evaluate the recent National Library Week Program and to get suggestions for next years program. At this meeting punch and cookies are to be served, expenses to be taken from the Friends Account.

The rest of the meeting was devoted to a discussion of the East Branch expansion program. It was voted to set aside two evenings for interviews with a number of architects selected from a list compiled by the Massachusetts Division of Library Extension, entitled Architects who have served Massachusetts Libraries. The Librarian was directed to send a letter inviting the following firms to send representatives to meet with the Trustees: Drimmy, Rosane & Anderson, Newton, Karl Koch & Associates, Inc., Boston, Alderman & MacNeish, Springfield, Architects Collaborative, Brookline, Shepley, Bulfinch, Richardson & Abbott, Boston, Kilham, Hopkins, Greeley & Brodie, Boston, Richmond & Goldberg, Boston, Hugh A. Stubbins & Associates, Inc., Cambridge.

East Branch Expansion Architects

The size and location of the proposed addition was to be included in the letter to the architects.

Desirable features to be included in the branch were discussed. A meeting room in the basement with a separate entrance (to be used for voting purposes as well as for meetings), a librarian's office, a work room and small staff room and a book return were mentioned. It was suggested that approximately one-third of the total area be used for adult services and two-thirds for Young People and Children.

East Branch

Thursday, June 16 and Tuesday, June 21 were the dates selected for interviewing the architects.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

June 16, 1966

The Trustees met at 8:15 on Thursday evening, June 16, 1966, in the Junior Library, in special meeting in the interests of the East Branch addition. Present were: Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn and the Librarian, Judith E. Stromdahl.

The Librarian reported that four letters had been received from Architects who are interested in this project and appointments had been set up for these architects to meet with the trustees. Three others could not at this time take on additional work. The Librarian was requested to contact one or two more architects before the next meeting.

At nine o'clock, Mr. Isadore Richmond of Goldberg, Carney & Richmond of Goldberg, Carney & Richmond presented his firm's credentials and exhibited pictures of libraries planned by his architectural firm. Among the communities served are Boston, (Egleston Sq. Branch) Framingham (2 buildings) and Springfield (Winchester Square Branch).

Architects

Mr. Goldberg explained the preferred procedure to be followed by the Board or building committee. The first phase should be the schematic phase, when the architect is selected and the program outlined. Then the preliminary plans should be drawn as the second phase. For these two phases the architect will charge 35% of his total fee. The third phase includes the working drawings and specifications, etc.

Architects

Mr. Goldberg left a copy of the pamphlet entitled Architectural Services and Compensation: a statement and recommendations of the Massachusetts State Association of Architects which is the architects guide and deals with the selection, reimbursements and services of architects in Massachusetts.

Architects

A general discussion of architects followed Mr. Goldberg's departure and the board was reminded of the special meeting on June 21, 1966, when representatives of Carl Koch & Associates Inc., Kilham, Hopkins, Greeley & Brodie, and Drummey, Rosane, Anderson, will meet with the Board.

Architects who could not meet with trustees were: Architects Collaborative, Alderman & MacNeish, Shepley, Bulfinch, Richardson & Abbott. There was no reply from Hugh A. Stebbins & Assoc., Inc.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 21, 1966

The Trustees met on June 21, 1966 in the Junior Library at 7:30 to interview architects for the East Branch addition. Those present were: Mesdames, Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl.

Mr. Hopkins

The first architect to be interviewed was Mr. Hopkins of Kilham, Hopkins, Greeley & Brosie of Boston. Mr. Hopkins stated that his firm of twenty architects had planned libraries in Braintree, Lexington, Natick, Winchester, Belmont, Burlington, Walpole and Hanover. He reviewed briefly the terms upon which his firm worked and discussed in general, costs of building. He felt that the addition being planned at East would probably cost in the vicinity of $225,000-$250,000.

Mr. Ertman

Karl Koch

Mr. Gardner Ertman of Karl Koch, Assoc. was the second architect to be interviewed. He mentioned that his firm was not large (five associates) and had not done many libraries, but had planned some quite imaginative and interesting buildings. The firm is presently working on the Boston Waterfront, researching some of the redevelopment projects there. He mentioned that his firm had planned the Fitchburg Youth Library ($24.00 per sq. ft.) the Wellesley ($22.90 per sq. ft.) and Weymouth libraries, the North End Branch at Boston ($27.00 per sq. ft.) the addition at Needham, the Main Library at Hingham, and is presently doing the Main Library at Fitchburg. Mr. Ertman showed slides of some of the buildings Karl Koch has planned and also discussed briefly costs, etc. Upon Mrs. Thompson's request, he promised to send a possible estimate of the cost of the proposed addition at East.

Homer Young

Richard Rosane

The third interview was with representatives of two firms who frequently work together on architectural programs. Mr. Homer Young, representing his own firm and Richard C. Rosane of Drummey, Rosane, Anderson of Newton. They presented their credentials and explained their cooperative efforts. Drummey, Rosane and Anderson apparently plan the exterior of the building while Mr. Young does the interior. They are presently working on plans for the new Haverhill Public Library, the first public library either firm has undertaken. When asked the cost of building per sq. ft., Mr. Rosane replied it could vary from $15. to $40.

After the interviewing, a general discussion of costs, available funds, etc., was held.

The meeting adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

June 28, 1966

The Trustees met again on Tuesday evening, June 28, 1966 at 7:45. Those present were: Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn and the Librarian, Judith E. Stromdahl.

Correspondence

Architects

Correspondence consisted of letters from Hugh Stubbins of Hugh Stubbins & Associates, and Nelson W. Aldrich of Campbell, Aldrich & Nulty, advising that they could not accept the trustees invitation to be interviewed for the East Branch project because of present work loads. Letters were also received from Mr. Rosane of Drummey, Rosane, Anderson, Inc., and Mr. Richmond of Isidor Richmond & Carney, Goldberg, architects, thanking the trustees for the opportunity to meet with them. A letter from Carl Koch & Associates to Mrs. Thompson included an estimated cost of $234,835 for the East Branch project under discussion.

Library Hall

The Board also received a request from the Arlington Chapter of TOPS, a non-profit organization to help people with overweight problems, for use of the library hall on Tuesday evenings during the summer months.

Voted: of available, permission granted use of library hall of the Arlington Chapter of TOPS.

Screen and Storm Windows

Mr. Washburn recommended that the remaining six windows of the Reference Room be fitted with combination screen and storm windows.

Voted: to instruct the Librarian to requisition combination windows for the six windows of the Reference Room.

Fox Estate

Building Regulations

Federal Funds ?

The Librarian was requested to furnish the trustees with the amount received to date from the Edith M. Fox Estate. She was also asked to check with the Arlington Building Dept. as to building regulations within the lot lines and to contact the Massachusetts Division of Library Extension in regard to Federal funds available for library construction. The Trustees were especially interested in knowing whether the same community could receive funds for both a branch library and a main library building at varying times.

Cost of Building

Finance Comm.

The Trustees discussed the architects who had been interviewed for the East Branch project and were concerned at the apparent cost of building an addition as outlined by the architects. The Trustees do not wish to ask the town for funds but realize that the Fox money may not be adequate. Mr. Uek suggested that the Trustees explore the possibility of asking the Finance Committee if the annual State Library Grant could be used for this purpose together with the fine money. It was agreed to contact the Finance Committee in regard to this matter.

Richmond and Goldberg

After a very complete discussion of the four architects interviewed, it was the unanimous decision that Isidor Richmond and Carney Goldberg, Architects, be selected for the project and Miss Stromdahl was instructed to advise Mr. Richmond of the selection.

The A.L.A. Conference is to be held in New York the week of July 11-16. The Trustees voted to continue the custom which has been established during the past few years of helping staff members who attend these meetings finance their trip. It was voted to offer the Branch Librarian, Mrs. Evelyn Colcord and Mrs. Helen Thompson thirty dollars each toward expenses and Fred Dooe twenty dollars. Mrs. Colcord has paid her own way for many years, traveling to Montreal, Cleveland, etc., and Mrs. Thompson attended the conference in Detroit in 1965. Fred Dooe, who has been a member of the staff for the past year, not only is paying his tuition each term working toward a Master's Degree, but is taking two courses this summer, traveling to the University of R. I. two evenings each week for this purpose. He also was interested enough in his work to ask to attend the convention for three days paying his own expenses. A.L.A. Conference

The grants are to be taken from the Nathan Pratt Trust Fund.

The meeting was adjourned at 9:45 p.m. after the Board agreed to meet again on July 5, 1966 with Mr. Richmond if he is free to meet with it at that time. The Librarian was requested to make necessary arrangements with Mr. Richmond.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

July 5, 1966

The Board of Library Trustees met in the Technical Services Department on Tuesday evening, July 5, 1966 at 7:45. Present were: Mesdames Thompson and Yood, Messrs. Troiano, Uek, and Washburn and the Librarian, Judith E. Stromdahl.

Architect
for
East
Branch

The meeting was devoted to a discussion with Mr. Richmond, the architect selected to plan the East Branch addition. Mr. Richmond distributed copies of the Standard Form of Agreement between owner and architect and reviewed, item by item, the articles therein, explaining terms and answering questions. Under the compensation terms agreed upon, based upon a tentative $175,000 building, the architects fee was set at 10.9 percent of total building cost.

Mr. Richmond will submit copies of the contract as agreed upon for the Trustees' signatures and the approval of the Town Manager within the next few days. He will contact the librarian after July 15 for a date for another meeting with the Trustees during the last part of July. At that time preliminary schematic sketches will be presented for discussion.

In accordance with a recommendation made by Mr. Francis Coughlin, Town Treasurer, last February, the Trustees voted "to request the Town Treasurer to transfer the following trust funds from the Savings Bank Account to Certificates of Deposit or Time Deposit with a commercial bank:

Edith M. Fox Fund......	$70,000.
Robbins Print Fund.....	39,000.
Emma L. Sprague Fund...	25,000.
	$134,000.

The Librarian reported that Mrs. Thompson had decided against going to the convention in New York, whereupon the Trustees voted to give Fred Dooe thirty dollars instead of twenty dollars toward his expehses while at the convention.

Voted: To hold no trustees meetings except those requested by the architect for the East Branch addition until the September meeting.

The meeting adjourned at ten o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

Note: See next page for insertions.

Federal Funds for Construction

The Librarian reported that she had contacted the Bureau of Library Extension in regard to the distribution of Federal money for library construction. According to the Bureau Director, it would be possible, theoretically, to receive a grant toward construction of both a branch and a main library ar varying dates, but that it would be very doubtful if two grants would be made to one community, especially while the requests for aid are so many.

Personnel

Mrs. Yood reported that Mrs. Marjorie Williams of Belmont, had inquired about possible part time work at the Library. She expressed a keen interest in the elementary school library jobs. As Mrs. Williams has no library training or experience, the Trustees agreed that she could not be used in the schools. However, in view of the need for a Children's Librarian at the Dallin Branch and the discouraging outlook for securing a trained person, it was voted to ask Mrs. Williams to serve as Children's Librarian at the Dallin Branch. Mrs. Williams is a college graduate and has done a great deal of work with children including storytelling.

~~Mr. Roby~~
Miss Stromdahl

TOWN OF ARLINGTON
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER
TOWN HALL

EDWARD C. MONAHAN
TOWN MANAGER

August 30, 1966

Dr. Bert A. Roens, Supt.
School Department
23 Maple Street
Arlington, Massachusetts

Dear Dr. Roens:

High School Custodians have recently negotiated with me the following increase in their hourly wage rate for "after-hours" events sponsored by outside organizations evenings, Saturdays, Sundays and holidays at Arlington High School and other Town Schools:

Custodians Hourly Compensation-"After-Hours" Events

	Hourly Rate Currently In Effect	Hourly Rate Originally Requested	Negotiated New Hourly Rate
Outside Organizations	$ 2.75 (3Hrs.)	$ 3.75 (3Hrs.)	$ 3.15 (4Hrs.)
Park Dept.	$ 2.75 (3Hrs.)	$ 3.75 (3Hrs.)	$ 3.15 (3Hrs.)

For comparison, the Town Classification and Pay Plan provides as follows:

	Senior Custodians	Junior Custodians
Straight Time - 8 Hrs. per day-40 Hrs. per week	$3.03	$2.78
Overtime - In excess of 8 Hrs. per day- 40 Hrs. per week	$4.55	$4.17
Overtime - Sundays and Holidays	$6.06	$5.56

It is to be noted that the "Negotiated New Hourly Rate" for "After-Hours" events is substantially lower than the overtime hourly compensation payable to custodians under the Town Classification and Pay Plan as authorized by the 1966 Annual Town Meeting which makes no provision for custodians' overtime services for "After-Hours" events as described herein. The latter rates have been traditionally established by agreement with the custodians from time to time.

As recognized by all concerned, custodians' duties at "After-Hours" events consist primarily of sentinel duties with a minimum of normal custodial work; hence, the traditional establishment of such hourly compensation by negotiation and mutual agreement.

As further information on the subject matter, negotiations began in May of the current year with the Messrs. Lawrence E. Reinold, Paul D. Nyberg and Thomas P. McGurl, the authorized and elected representatives of the School Custodians; Mr. John R. Smith, Supervisor of Custodians, participated in the subsequent conferences and discussions. I attach a copy of a letter dated June 16, 1966 from the custodians' representatives which is self-explanatory relative to their authority to act for the custodians' group as a whole.

For the past several years, custodians' hourly compensation for special events has remained at $2.75 per hour even though the regular rates for custodians were increased by four per cent (4%) and five per cent (5%) by the 1965 and 1966 Annual Town Meetings respectively. Hence, the request at this time for upward adjustment in such hourly compensation for special affairs and events.

The custodians' authorized representatives initially requested that such hourly pay be increased from $2.75 per hour to $3.75 per hour. After considerable discussion, it was tentatively agreed as follows:

1. Effective September 1, 1966, $3.15 per hour for both Senior and Junior Custodians with a four-hour minimum for all evening events sponsored by outside organizations including P.T.A. Meetings; and

2. Effective September 1, 1966, $3.15 per hour for both Senior and Junior Custodians with a three-hour minimum for all special events held at any time by the Park Dept.,School Dept. and any other town department or agency.

The foregoing tentative agreement was subject to reference to the custodians' group as a whole by their official representatives who had conferred with the Town Manager. Subsequently, the latter was verbally advised that said new hourly rates of compensation for special affairs and events had been approved and accepted by the custodians' group as a whole. Therefore, the new rates will go into effect on September 1, 1966.

Considering all factors involved, I believe that said new rates are fair and equitable to all parties concerned. Will you, therefore, implement said new rates by suitable notice to all affected School Dept. employees and all outside organizations affected by said new rates.

Very truly yours,

Edward C. Monahan
Town Manager

ECM/mak
Attachment
cc: Mr. John R. Smith, Supervisor of Custodians
Mr. A. Lee Morris, Executive Secretary, Personnel Board
Mr. John J. Kelliher, President, Arlington Town Employees, Local 680
Mr. Lawrence E. Reinold
Mr. Paul D. Nyberg
Mr. Thomas P. McGurl

This Agreement Confirmed

Lawrence E. Reinold
Lawrence E. Reinold

Paul D. Nyberg
Paul D. Nyberg

Thomas P. McGurl
Thomas P. McGurl

Officially Elected Representatives of Custodians - AFL-CIO, Local #680, State, County and Municipal Employees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 13, 1966

The Board of Library Trustees met on Tuesday evening, September 13, 1966 in the Junior Library at 7:30 p.m. Those present were: Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn and the Librarian, Judith E. Stromdahl.

The Secretary's reports were accepted with two additions which have been inserted in the proper places in the reports. (See July 5, 1966)

Correspondence consisted of the following:

Correspondence

A letter from Frank P. Wright calling attention of the Trustees to the damage being done to the trees in the area where the custodians have their open incinerator.

A letter from Bert A. Roens requesting the library to secure two full time librarians for the elementary schools.

A letter of thanks from the Park Department, acknowledging the cooperation of the library personnel in freeing the parking area for the final Playground Parade on August 17.

A letter from Harold McLean, Director of the Pupil Enrichment Program extending the thanks of the faculty for library participation.

A letter of resignation from Judith Sanders, who has accepted a position in Peekskill, New York.

A letter of congratulation, acknowledging receipt of the National Library Week report submitted by Miss Hodges, from the Director of the National Library Week Program, New York.

Letters of appreciation from Shirley Utudjian, Marie O'Day and Evelyn Colcord, for the Trustees thoughtfulness in regard to vacations and A.L.A. Conference.

Letters from Chester R. Whitman in regard to historical markers affecting the Robbins Library.

A letter from Cutter Fire Brick Company suggesting repairs to the boiler at Main Library and Dallin Branches.

A communication from the Town Manager announcing a change in the pay rate of custodians for "after hours" events. New rates have been set at $3.15 per hour or fraction thereof. (see attached letter)

Personnel

Mr. Washburn, who substituted for Mrs. Yood during her vacation, reported that a Mrs. Dee Anne Kimmel had been interviewed for a position as School Librarian and had been recommended to Mr. Roens, under the arrangement in effect this year.

Mrs. Kimmel

Mrs. Kimmel lives in Arlington, is a graduate of University of No. Carolina, class of 1964, and has been an editorial assistant in the elementary education department at Houghton Mifflin since August 1964. She holds a Massachusetts Teaching Certificate and has worked in the Smithfield Public Library, where her mother is a librarian, during summers and vacations. Mrs. Kimmel has been accepted at the School of Library Science at Simmons where she expects to earn her Master's in Library Science. Mrs. Kimmel's recommendations were superior.

Miss Long

Mrs. Yood recommended a Miss Sidney D. Long for the position of Children's Librarian to replace Miss Judith Sanders. Miss Long received her Master's degree in Library Science at the Rhode Island University, School of Library Science in August of this year and received excellent recommendations.

Voted: To hire Miss Long as a professional assistant at the maximum rate in LS 2 for a period of two or three months, after which she is to be advanced to Children's Librarian at the minimum rate of Grade 3, $6442.

Mrs. Williams

Mrs. Yood also reported that Mrs. Marjorie Williams, a graduate of Oberlin College had agreed to serve as Children's Librarian at the Dallin Branch on a part time basis. Mrs. Williams is to work a minimum of twenty-five hours and as much additional time as is possible, and is to be paid on an hourly basis at the rate of LS 2 step 2.

Boilers

Repairs

Mr. Washburn reported that he had contacted Mr. Quattrochi in regard to the proposed repairs to the boilers at the Main Library and Dallin Libraries and had been told that the boilers in all the buildings of the town had been inspected at his request. The Librarian is to check again with Mr. Quattrochi to ascertain if repairs are essential, or merely desirable.

Friends of Library

N.L.Week

Speakers & Date

Mr. Uek reported that he had received a communication from the Philharmonic Society advising him that its Spring Concert is to be held on April 28, 1967, this date having been selected last June. Mr. Uek, Miss Hodges and the Librarian, realizing that the High School Auditorium must be reserved, tentatively, changed the date to April 13 or 14, depending on when a speaker could be secured. Mr. Uek then reviewed the suggestions for speakers which Miss Hodges had received from the various speakers bureaus and the Librarian was asked to give the names of the following possibilities to Miss Hodges to contact: Maurice Evans, Sam Levenson, Hal Holbrook, Eric Severeid and Edwin O. Reischauer, recently resigned as Ambassador to Japan. The last suggestion seemed to be the unanimous choice of the trustees if he is available.

Chairman Friends

Mr. Troiano

As Mr. Uek plans to retire from business at the end of the year, and expects to spend the winter in Florida, he suggested that it might be wise for the trustees to appoint another Chairman for the Friends. Mr. Troiano was duly elected, and is to meet with Mr. Uek and Miss Hodges in the near future to discuss procedures, etc.

Stairs

The Librarian reported that the stairs to the mezzanine and first stack were becoming a problem again, as the material with which their surface had been treated had worn off. She was directed to check the records, order the necessary material and ask the custodians to give the stairs another treatment.

Piano for Hall

The Librarian reported that a notice had been placed in the Arlington papers asking for a possible donation of a piano for the library hall. The only reply received was from Mrs. Kittredge, the donor of the piano now in use, asking what was to be done with it if a new one is received.

Checking Books

To prevent continued loss of books, the Librarian suggested having attendants, stationed at all the exits during busy hours, these "checkers" to ascertain if borrowers had remembered to have their books checked. She read a letter from General Nucleonics Inc. offering to have a representative call and demonstrate a control system called Sentronic, now in use in a number of libraries. Following a discussion of costs, etc., it was decided to table this matter until a later date.

The question of extra help to aid the staff with discipline problems during the winter evenings was tabled until the next meeting. The librarian is to check conditions during the intervening weeks.

Pay for College Students

Pay increases for the college girls who worked for ten weeks during the summer months at a weekly rate, which was higher than their normal pay and who now revert to the $1.25 per hour rate, was taken under advisement. Minimum State and Federal rates are to be ascertained and action taken at the next meeting.

The date, September 27, set by Mr. Richmond, Architect, to meet with the Trustees to present schematic plans was approved by the Trustees.

Contract for Mr. Richmond

The Librarian presented copies of a revised contract which the Town Counsel had prepared for the Trustees to present to the Architect. She was directed to send a copy to Mr. Richmond so that it can be discussed with him at the special meeting on September 27, 1966.

The date of the next regular meeting was set for Tuesday, October 11, 1966.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 11, 1966

The Trustees met for their regular monthly meeting on Tuesday, October 11, 1966 at 7:30 p.m. in the Technical Services Department. All members were present: Mesdames Thompson and Yood, Messrs. Troiano, Uek and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the previous meeting were accepted as presented.

Correspondence

Correspondence consisted of a letter from the Educational Services for the Blind, Inc., the New England Telephone & Telegraph Company, in regard to the new electronic Touch-Tone service, and a memo from the Bureau of Library Extension in regard to the filing date for a Federal Grant for local public library construction under PL 89-511.

Boilers

Stairs to Stack

Mr. Washburn reported that, as Mr. Quattrochi had confirmed the necessity of repairing the boilers at both Main and Dallin because of insurance regulations, the brick work had been done at both libraries. He also stated that the custodians had treated the stairways to the stack areas with material supplied by Mr. Quattrochi to eliminate a slippery condition.

Personnel

Mrs. Yood asked for a vote confirming the appointment of Miss Ewa B. Praszalowicz to the professional staff to work half time in the Music & Art Department and half time in the Circulation Department. Miss Praszalowicz is a graduate of the University of Buffalo, cum laude with high distinction, June 1964.

Miss Praszalowicz

Under the Hamilton College Junior Year Abroad Program, she spent her Junior year in Paris, France, where she specialized in French literature, art, and culture, and studied piano at the Academie M. LeLong. Upon her graduation she was selected to enter the internship program at Harvard College Library, a plan to encourage careers in the field of Library Science. While there, she was a member of the Catalogue Department. She has been studying for her Master's degree in Library Science at Simmons and expects to graduate in June 1967.

Voted: To confirm the appointment of Miss Ewa Praszalowicz to the staff of the Robbins Library at a beginning salary of $5678. If her work proves satisfactory she is to be advanced to LS 2 Step 2 within two months.

N.L.W. Speaker

Mr. Uek reported that Mr. Edwin O. Reischauer, recently Ambassador to Japan had agreed to be the speaker at the 1967 National Library Week Program to be held on April 14 in the High School Auditorium. He will speak on "Japan and my experiences there." As Mr. Reischauer made no mention of a fee, Mrs. Thompson agreed to call his secretary and discuss the matter with her.

Contract

The Librarian reported that she had met with the Town Counsel in regard to the contract presented by Mr. Richmond, which differs somewhat from the contract form used by the Town Counsel. The Board decided to discuss this matter at the next meeting with the architect.

Chairman

Mrs. Thompson was unanimously re-elected to serve as Chairman for another year. The Librarian was directed to convey this information to the Bureau of Library Extension and to the Town Manager's Office.

Mr. Uek Resigning

Mr. Uek announced that he was moving from Arlington to Stoneham in November and would present his resignation to the Town Manager, effective December 31, 1966. The Trustees expressed great regret that Mr. Uek was to be lost to the Board where he has been of great service.

Curator

The Librarian was requested to invite Dr. Ellen Wiese, the Curator, to a Board meeting in the near future to discuss her work with the Robbins Print Collection and at the same time to give the Trustees an opportunity to express their appreciation of her work.

Budget

The attention of the Trustees was then turned to the 1967 budget. Salaries were discussed and budget requests for staff, part time assistants, and pages were determined. The Librarian was requested to ask the Personnel Board for a hearing for the purpose of presenting a new salary scale for the professional staff to that board.

Christmas Closing

The Trustees voted (with the approval of the Town Manager) to close the library all day on Saturday, December 24, 1966, instead of at noon as is customary on Christmas Eve.

It was voted to hold a special budget meeting on Tuesday, October 25, 1966 at the East Branch at 7:30 p.m.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 25, 1966

The Board of Library Trustees met in special session at the East Branch on Tuesday evening, October 25, 1966 at 8 o'clock. Those present were: Mesdames Thompson and Yood, Messrs. Troiano and Washburn and the Librarian, Miss Judith E. Stromdahl.

The Secretary's report was accepted as prepared.

Mrs. Dennett

Mrs. Yood requested confirmation of the appointment of Mrs. Ruth Dennett of 45 Mystic Valley Parkway, Winchester, to the position of School Librarian to replace Mrs. Bernice Ostrowsky.

Mrs. Dennett

Mrs. Dennett is a graduate of the University of Minnesota, and has taken a summer course in School Library work at Boston University, and for the past three years has been elementary school librarian of the American school in Beirut, Lebanon. Her previous experience included teaching on the High School level in Beirut and fifteen years as editor of Social Studies text books for Ginn and Company. She was hired at the rate of $6116. per year (LS 2 Max) to work half time at the Cutter School.

Voted: To confirm the appointment of Mrs. Ruth Dennett as School Librarian on a part-time basis at the yearly salary rate of $6116.

Incinerator

Mr. Washburn reported that Mr. Quattrochi had explored the feasability of installing an incinerator in the basement of the Main Library with Mr. Goodwin of Christie and Goodwin, Heating Engineers and Mr. Thor of the Lambert Sawyer Company, Two courses of action were proposed. According to the first plan, the incinerator would be placed in the so-called "coal room" and a 12" pipe run through the wall and up the side of the building, at a budget figure of $3500. The second plan calls for placing the incinerator behind the boiler and running the pipe inside the chimney. This plan does not meet with the unequivocal approval of the building department. However, this arrangement would cut the expense in half. The comment was made that there would be no problem if the library had a two flue chimney instead of a one flue.

M.L.T.A. meeting

Mrs. Thompson who attended the M.L.T.A. meeting held in Springfield on October 12, reported that the attendance numbered about 35 trustees. Kenneth Kister of the Simmons School of Library Science spoke on the trend of opening school libraries to the public and gave his reasons for opposing this procedure. According to Mrs. Thompson, Arlington, in the course of the discussion, was recognized for its successful cooperative school library program.

Salaries

Mrs. Yood, Mrs. Thompson and the Librarian met to discuss salaries on Monday afternoon, October 24, 1966. Recommendations from Mr. Philip McNiff, Director of the Boston Public Library, consideration of the salaries presently paid the High School Librarians in Arlington, starting salaries of graduates of the Simmons School of Library Science and the recent difficulty of the Robbins Library in securing qualified help were the contributing factors which influenced the committee in making the following recommendations:

SUGGESTED SALARY SCALE

LS 1	College graduates with no LS Degree	$5400	$6000
LS 2A	College degree plus Masters in LS	6200	6800
LS 2B	School Librarians - College degree plus Masters in LS with 12 credits in education or Teaching certificate with 18 credits in LS. (Hours, vacations, etc., differ)	6200	6800
LS 3	Heads of Departments & Branch Librarians	7000	7800
LS 4	Supervisors	7900	8500
LS 5	Assistant Librarian	8700	10,000
LS 6	Head Librarian	12,000	14,000

After some discussion, the Board voted to accept the committee report to present to the Personnel Board.

Nat. Library Week Speaker

Mrs. Thompson reported that she had contacted Mr. Reischauer's secretary in regard to a speaker's fee and was told that Mr. Reischauer made no charge as he felt it was a service he owed the public. In the light of the fees paid to previous National Library Week Speakers, the Trustees voted to give Mr. Reischauer an honorarium of $500. It was also voted to keep the price of tickets at $1.50 per ticket and to send letters to the friends and organizations advising them that Mr. Reischauer is to be the speaker at the Library Program to be held on April 14, 1967.

Christmas party

December 3, 1966 was the date set for the Christmas Party to be given the staff by the Trustees. Mr. Washburn was appointed Chairman and the Librarian was asked to check to see which caterer was used last year.

The remainder of the meeting was devoted to the budget. Expenses and capital outlay items were agreed upon.

During the discussion, the Librarian was requested to contact Mr. Houser for a figure for replacing the tile flooring in the library hall and if present funds allow, requisition this work to be done at

once. It was agreed that the floor in the staff quarters, also ruined by flooding, should not be repaired until it is definitely ascertained that the cause of leakage has been rectified. The gift of a rug in this area from Mr. Uek, not only covers the tile-less spots, but immeasurably improves the appearance of the room. Floors

The meeting was adjourned at 11:15 p.m., after November 8, 1966 was set for the next meeting.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

REPORT OF THE ROBBINS PRINT COLLECTION, OCTOBER, 1966

Dear Friends,

The fall opens with a good record of fruitage for the Robbins Print Collection. First in interest and importance is of course the recently published catalog of the Smithsonian Institution's National Portrait Gallery, which you may have seen at your September meeting. That list contains nine entries from the Robbins donation (out of a total catalog listing of 65), and we contributed one full-page illustration (the only one of a print) of the nine in the catalog. A pleasant sidenote is the fact that ours is the first entry and the first illustration. The Robbins gift is keeping fine company, with a 20,000 print donation from New York's Metropolitan Museum and several important offerings from this country and from England, among them from Andrew Mellon and from the National Portrait Gallery, London.

Our major conservation project has been the removal of some 700 prints from the permanent frames into which they had been placed, presumably by the Robbins sisters themselves at the time of their curatorship. These frames were large, dark, and very heavy, and they occupied considerable space in the attic off the Music Room. They contained from three large prints to twelve or fourteen small ones, often of miscellaneous authorship and even of heterogeneous subjects. A first stage in streamlining this arrangement was to take the prints in their mats out of the wooden frames; then I took the more loosely glued prints from the mats and cut others of the mats down to a size suitable for storage in our regular boxes. The second step was to sort out and give the more valuable prints to Mr. John Washeba, the excellent restorer whom we have employed for matting and other work over the past ten years. It was unwise for me to risk peeling those better prints from their mats without proper equipment, even when they were only tipped in at the corners. Our final step, for the present -- since our storage space and the constantly rising expense of matting seem to preclude a big matting project -- should be completed by Christmas. I made a further selection from

those prints of high quality which had been "laid down" -- that is, completely glued to their mounts, and Mr. Washeba has undertaken to remove them from these mounts through a series of dissolving baths. It is a complicated and expensive process: Normally $25 per print. To us I believe it will cost something under that. Miss Stromdahl and I pondered considerably during the summer over this move and finally decided to go ahead on those prints that would retail at upwards of $40. There are not more than 50 of these presently "in the bath." It is absolutely necessary to remove the "laid down" prints from their mounts if we intend to save them, for not only is the "laying down" process harmful in itself, but the old mounting board now under our prints is of very poor quality. Diseases of the mat paper spread easily to the prints (they have somewhat already, but treatment can arrest them), and the board is so brittle it breaks with the slightest off-touch. In snapping, of course, it snaps the prints too. The prints that are getting this de luxe treatment are by well-known printmakers (mainly seventeenth century), of significant portrait subjects and often quite brilliantly preserved.

The spring and summer exhibitions in the Art Gallery have maintained our Robbins level of quality and interest. A Binet loan show of colorful French posters was followed by another from the De Cordova Museum in Lincoln, this of up-to-the-minute contemporary print-makers -- mainly in color, too, and mainly American, though a few were recognized Europeans. During the summer months we ran an idyllic series of French outdoor scenes -- very beautiful nineteenth century lithographs, loaned to us free by Mr. Joseph Gropper, of the Gropper Art Galleries, Cambridge. For the remaining months of 1966 we have on schedule: in October, the fall show of the Arlington Art Association; in November, a loan from the Binet Collection -- forty items grouped as "Theatre -- Ballet -- Circus"; in December, a Christmas cake show made up of our own "plums," including most of our purchases over the past four years.

Our 1966 purchasing has been active but not extravagant. In early spring, we acquired Renoir's portrait of his small son Claude, which is now hanging in

Miss Stromdahl's office. In May we bought and had framed a February scene, in blue and white, by Robert Burkert, the artist of our very popular "July Burn." That large, green-and=gold serigraph has been on display all summer in the Art Gallery, returned by public request. The February print was a bargain, with $30 knocked off a very reasonable price, simply because the margins had been trimmed. In its new frame -- by Dunn-Bruno, of Arlington -- the print does not show this trimming at all. It will be displayed for the first time at the appropriate season. Meantime, the Christmas show will include three new acquisitions appropriate to the holidays: two medium-sized color prints by America's most famous "Art Nouveau" artists, T.H. Rheade and Will Bradley, and a smaller companion of the same turn-of-the-century style, Aubrey Beardsley. (Beardsley has recently been given a big retrospective show at the Victoria and Albert Museum in London.) All three prints cost us a total of $55, and they will require no framing!

May I close this report with my renewed thanks to the Robbins Trustees, and to Miss Stromdahl, for your unfailing help and encouragement in our mutual efforts. I am truly grateful.

Respectfully yours,

Ellen Wiese

Ellen Wiese
Curator

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 8, 1966

The Trustees met for their usual monthly meeting on Tuesday evening, November 8, 1966 in the Technical Services Department of the library. Those present were: Mesdames Thompson and Yood, Messrs. Uek and Washburn and the Librarian, Judith E. Stromdahl.

The Secretary's report was accepted as presented.

Correspondence

Correspondence consisted of a letter from F. J. Barnard & Co. announcing a rise in the prices of rebinding books, an invitation to Boards and Department Heads to be present at the reviewing stand on November 11, to observe the Veteran's Day parade, a copy of a letter to Mr. Troiano from Mr. Roby, Acting Town Manager, accepting Mr. Troiano's resignation, and some acts of 1966 from the Town Clerk's office.

Stairs M.L. and Jr.Lib.

Mr. Washburn, Chairman of Building and Grounds presented a proposal from the National Waterproofing Company of Boston "to remove and replace with waterproof mortar all exterior masonry joints at the Main Library stairs and the stairs at the Junior Library entrance" at a cost of $695.00.

Christmas Dinner

In his capacity as Chairman of the Christmas Dinner to be given the staff, Mr. Washburn presented a number of menus received from Paul Deal, Caterer, and received the Board's approval for making all necessary arrangements for the dinner.

Architect's Contract

The Librarian reported that the Town Counsel had discussed the contract for the East Branch with Mr. Richmond, the architect, and was firm in his decision to follow the town practice in the schedule of payments. Mr. Richmond, who has proposed a different schedule, plans to discuss the matter with the Trustees at the special meeting scheduled for Tuesday, November 15, 1966 at the East Branch.

Book Week Tea

The Librarian gave a brief report of the Book Week Exhibit and Tea, planned by the Junior Library Staff and to which teachers and principals had been invited on Wednesday afternoon, November 2, in the library hall. In spite of the rain, a surprisingly large number of teachers and principals as well as the Superintendent, Assistant Superintendent, reading consultants and twenty nuns from the Parochial Schools attended. Many were enthusiastic in their appreciation of such an opportunity to see the many new as well as old books which were included in the exhibit.

At the request of the Librarian it was voted to purchase a Poloroid Camera for publicity purposes from Trust Funds.

The rest of the meeting was spent revising the budget which had been prepared from the first draft presented at the previous meeting.

The meeting was officially adjourned at 11 o'clock, although some of the members remained for another forty minutes or so studying the architects plans for the East Branch Library,

Respectfully submitted,

Judith E. Stromdahl
Head Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 15, 1966

The Board of Library Trustees met at the East Branch in special meeting on Tuesday evening, November 15, 1966 at 7:45. Mrs. Thompson, Mrs. Yood, Messrs. Uek and Washburn were present, the Librarian, Judith E. Stromdahl, Branch Librarian, Mrs. Evelyn Colcord, and the Architect, Isador Richmond.

Minutes of the last meeting were distributed.

Architect Contract

The first item on the agenda was the architect's contract. After some discussion it was agreed to follow the schedule of payment as recommended in the Architect's Handbook with the exception of the final payment. Five percent is to be withheld at time of final payment to contractor until the work is completed.

Architect Fee

The Architect's fee will be in accordance with the B rate as stated in the schedule of minimum basic rates in the Architect's Handbook and will include an additional 2.5% for alterations. The fee should fall somewhere between 8.5% and 8.3% plus the 2.5% for reconstruction.

If, for any reason the work does not progress beyond the construction documents phase, 75% of the total fee will be due the architect.

It was pointed out that bids at the present time could be very favorable due to the current slowdown in construction.

Plans for East

The preliminary plans for the East Branch were discussed at length, but it was determined that they could not progress further until Mr. Purcell furnished the information which has been requested.

This includes: 1. A legal opinion as to whether or not it will be necessary to retain the passageway through the basement of the building for use of the tenant in the adjoining building.

2. A determination as to property lines and necessary set backs.

Mrs. Thompson agreed to call Mr. Purcell to see if he has searched the deed and to press him into action so that the Trustees can proceed with the plans.

Mr. Richmond presented a proposal from Carr-Dee Test Boring and Construction Corporation to make "five test borings,... not to exceed four hundred and fifty dollars. ($450.)." Mr. Richmond was authorized to proceed with this work.

Apptmt. to Board

The meeting adjourned at ten o'clock. Mrs. Thompson, Mrs. Yood and Robert Uek remained to discuss suggestions of citizens whose names might be submitted to the Town Manager for consideration for possible appointment to the Board of Library Trustees.

The following were mentioned:

Robert L. Smith - 81 Kensington Park

George Herlihy - 19 Hawthorne Avenue

Harry H. Baldwin, 3rd - 78 Jason Street

Norris H. Hoyt - 56 Florence Avenue

Robert F. Douglas - 4 Littlejohn Street

Robert W. Noyes - 27 Sheraton Park

The next meeting of the Board was set for December 13, 1966.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 13, 1966

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, December 13, 1966 at 7:30 in the Technical Services Department. Present were the Chairman, Mrs. Maude Thompson, Mrs. Molly Yood, J. Milton Washburn, Jr., Norris H. Hoyt and the Librarian, Judith E. Stromdahl.

Appmt. Mr. Hoyt

Mrs. Thompson welcomed Norris Hoyt to the Board and expressed the Board members' pleasure at his appointment to fill the vacancy caused by Mr. Troiano's resignation.

The Secretary's report was read and accepted.

Correspondence

Correspondence consisted of letters of thanks from the staff and Mrs. Rudd for the Trustees Christmas Party, a copy of a letter of resignation to Mr. Marquis, the Town Manager, from Robert Uek, a letter from the Town Manager advising the Board of the appointment of Mr. Hoyt to fill the unexpired term of Mr. Michael Troiano, a letter from Mrs. Thomas Dickinson as President, requesting the use of the Library Hall for a local chapter of the Americans for Democratic Action, and from Marvin H. Glaser, President of the Arlington Citizens for Excellence in Education, also requesting the use of the hall, three communications from the Town Clerk listing Acts of 1966, and a News Bulletin (the first) from the Eastern Regional Public Library System.

Review of Progress East Branch

To bring Mr. Hoyt up to date, Mrs. Thompson reviewed briefly the progress made toward the East Branch addition, the taking of the land, selection of the architect, the preliminary sketches which have been submitted by the architect, etc. She reported that she had contacted Mr. Purcell in regard to the passageway and had asked him to search the title for the building at the earliest possible moment to find out if it included the provision to keep this open for the convenience of the adjoining store. According to Mrs. Thompson, the architect had visited Town Hall and had verified the necessary set backs for the building; with the entrance on Cleveland Street, a ten foot set back in the rear and a five foot on the side are required. In talking with the architect, it was suggested that perhaps one of the Town Engineers might be willing to survey the land on his own time and at Mrs. Thompson's request the Librarian approached Mr. Sullivan. He thought this could be done but would refer the matter to Mr. Roby. In conclusion, according to Mrs. Thompson, the Trustees must now wait for a written opinion from the Town Counsel regarding the passageway. (According to Mr. McCabe of the Building Department the passageway must remain or some other means of access to the street provided for the neighboring tenants.)

Building and Grounds

Mr. Washburn reviewed the budget which is pretty nearly used up and expressed his opposition to using the contingency fund of $1,000. to replace the tile floor in the Library Hall where the tiles have loosened and disintegrated. It was agreed that the $1.000. would be used only for an emergency dealing with the building unless it becomes absolutely necessary to use a portion to pay outstanding bills. If there is not enough money to take care of the library hall floor out of the budget when bids are opened on December 15, the Trustees agreed that the work will have to be postponed until next year.

Sch. Libr.

School Budget

The changes in the budget as made by the Town Manager were reviewed. AS the additional school librarian was deleted, it was voted: that Mrs. Yood and the Librarian make an appointment with Dr. Roens to see if the School Budget has made provision for an extra school librarian and to discuss the matter with him.

Survey Report

As Mr. Washburn and Mr. Hoyt had not had an opportunity to read the report submitted by Mr. St. John on the space needs of the Robbins Library, discussion on this matter was postponed until the January meeting. The Chairman did read the comments on the report submitted by Robert Uek, however, at the request of the other board members.

N.L.Week

Mr. Hoyt agreed to act as Chairman of the Friends and Head up the National Library Week effort, replacing Mr. Troiano. The date of the next meeting of the Friends was tentatively set for February.

Print Curator

The Trustees voted to increase Dr. Wiese's salary to $3.00 per hour, the increase to take effect at once.

Voted: to pay Christmas bills from the E. Nelson Blake Fund.

Voted: to grant the two organizations, Americans for Democratic Action and the Arlington Citizens for Excellence in Education, permission to use the library hall if suitable dates can be found.

Voted: to have the Survey Report duplicated in the most reasonable manner possible. At least forty copies are needed.

Tr. Funds

Voted: to ask Mr. Coughlin to meet with the Trustees in February to review the Trust Funds.

It was agreed that Miss Wiese should be asked to attend the February instead of the January meeting

The Librarian was requested to place the two items, the Survey Report and the Friends of the Library meeting on the Agenda for the next meeting which is scheduled for Tuesday, January 10, 1967 at 7:30 p.m.

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 10, 1967

The Board of Library Trustees met in the Technical Services Department on Tuesday evening, January 10, 1967, at 7:30. Mesdames Thompson and Yood, Messrs. Hoyt and Washburn and the Librarian were present. Also attending the meeting were the Town Manager, Mr. Donald Marquis, and three members of the Finance Committee, Messrs. Dunn, Gilbert and Sisson, who had asked permission to attend this meeting of the trustees to discuss the 1967 library budget.

Finance Committee and Town Manager attend the meeting

The regular business of the meeting was tabled and the greater part of the evening was spent reviewing the budget with the subcommittee. At the close of the session, the Chairman of the subcommittee agreed that the budget seemed to be a responsible one but, even so, stated that some cuts had to be made. He requested the trustees to reconsider the budget and make whatever deletions were possible.

Budget reviewed

Following the departure of the Town Manager and the Finance Committee, the trustees again discussed the budget and finally voted the following changes, requesting the librarian to advise Mr. Dillon that "in good faith, the amount of $1,309 is as much as can be cut from the budget and still maintain present services."

The amt. of $1,309 is as much as can be cut

1. Reduce the contingency item under Maintenance and Repair by $500.

2. Delete from the Capital Outlay the following items:

1.	Fan	$96
2.	Coat Racks	$113
	Bookshelves	$600

After some further discussion of National Library Week, the meeting adjourned at 11:15 p.m. .

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Library Board of Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 17, 1967

The Board of Library Trustees reconvened its meeting of January 10, 1967 on Tuesday evening, January 17, 1967 at 7:30, in the Technical Services Department of the Library. Those present were: Mesdames Thompson and Yood and Messrs. Hoyt and Washburn and the Librarian, Judith E. Stromdahl.

The minutes of the December 13, 1966 meeting were approved as presented.

Correspondence consisted of the copy of a letter to Mr. Francis A. Coughlin from the Trustees of the Elbridge Farmer Fund with a check in the amount of $2,365 "for the benefit of Robbins Library", and a letter from Lee Morris, Executive Secretary, informing the Board of Library Trustees that the Personnel Board had decided to take no action on the Trustees' request to upgrade the salary scale of the professional librarians, at the forthcoming Town Meeting.

Building and Grounds

Mr. Washburn reported that the Public Works Department, at the request of the Town Manager, had arranged to have the library trash picked up twice a week on a trial basis, with the understanding that additional collections will be made if necessary. The Board members expressed appreciation at the prompt action taken by the Town Manager in this matter.

Personnel

Mrs. Truesdale

Mrs. Yood presented the names of two applicants for the vacant positions in the school libraries. Mrs. Marjorie Truesdale of Beverly, a graduate of the University of Missouri, where she received a B.S. in 1965, has eighteen hours of library science and twenty hours in education and holds a Teaching Certificate for the State of Massachusetts, and is certified as a School Librarian. During the year 1965-66 Mrs. Truesdale served as School Librarian in Kansas City, Kansas.

Mrs. MacGarva

Mrs. Olga MacGarva of Winchester, graduated from New York University with a B.S. in Education and taught school in Long Island, New York. She has taken a library course in children's literature at the Holy Family College in Manitown, Wisconsin, a course in Libraries as Social Institutions at Northeastern University and is currently planning to take a course in Cataloging at Northeastern University.

Voted: If recommendations are satisfactory, to recommend Mrs. Truesdale to Mr. Roens to fill the full time elementary library position established in 1965.

Voted: If recommendations are satisfactory, to hire Mrs. MacGarva at the minimum rate of LS 2 on a part time basis to fill the vacancy at the Crosby School, subject to the approval of the Town Manager.

Mrs. Thompson briefly reviewed her conversations with the Town Manager in regard to the elimination of the passageway (in the East Branch basement) which is now available as a right of way for the three tenants in the adjoining building, and the action to be taken thereon. According to Mrs. Thompson it is the opinion of the Town Manager that the new addition should not contain a passageway for private use and that other meansof egress must be provided the tenants. He suggested that the Trustees approach the owner, a Mrs. Irene Mahoney of Lexington, to see what action, if any, she will take to have rear doors installed, opening directly to the outside.

East Branch

Rear Doors

The Town Manager also suggested that Mrs. Thompson contact the Town Counsel in regard to the proper procedure to follow to secure additional funds for the East Branch addition in case the Edith M. Fox money proves insufficient to cover the entire cost. The Town Counsel advised Mrs. Thompson to have an article prepared for the Town Warrant to provide for such an emergency. After some discussion the Board voted the following action:

Article for Warrant

1. That Mrs. Thompson and Mr. Washburn should discuss the matter of the passageway with Mrs. Mahoney and, if necessary, they were empowered to offer to pay part or all the cost of installing such doors.

2. That the Town Counsel should be asked to draw up an open end article for the warrant requesting funds to pay for furnishings and equipment for the proposed addition to the East Branch.

In connection with above vote Mrs. Thompson reported that the architect had advised her that he needed an immediate directive from the Trustees to proceed with the drawings, eliminating the basement passageway. He would then make every attempt to complete the architectural plans by February 15, 1967, and if they could be approved without delay, there was a possibility that bids could be received before the annual Town Meeting in March.

Architect

According to Mrs. Thompson, another problem which has developed is the fact that, according to the survey made by the Town Engineering Department, the metal garage on the adjoining lot extends 1.04 feet over on the land taken by eminent domain for the East Branch Library. Mrs. Thompson reported that she had been in touch with the Town Counsel about the situation.

Survey of Lot

After a long discussion as to whether or not to insert an article in the warrant, asking for professional staff reclassification, the Board voted against such action this year. The Trustees, however, unanimously feel such reclassifiction not only is overdue but is a necessity if the library is to hold its present staff and attract new librarians. The Trustees agreed that they should work toward this end during the coming year. Salaries

A lengthy discussion of the budget took place. It was voted that a letter should be written to the Finance Committee asking for a report of its recommendations on the Library Budget as soon as possible.

Mr. Hoyt reported that a meeting of the Friends has been scheduled tentatively for Thursday, February 16, and mentioned a number of program suggestions. The Board decided to ask Mr. Kenneth Spengler to present a movie and give a talk on some phase of his work. Tickets for the National Library Week Program will be distributed at this meeting and committee assignments announced. Mr. Hoyt is to consult with Miss Hodges on details. Further plans for the April program are to be discussed at the next Trustees' Meeting. Friends of Library

Mr. Washburn reported on his visit to the new Hingham and Randolph libraries.

After some discussion the Trustees unanimously voted that the librarian should advise the Town Planner that they were not in favor of an outdoor telephone being placed on Massachusetts Avenue near the entrance of the Robbins Library as had been suggested.

The Board decided to visit libraries on Saturday, January 21, 1967.

The Next meeting was scheduled for Tuesday evening, February 14, 1967 at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

ESTIMATE FOR FURNISHINGS - EAST BRANCH ADDITION

CHILDREN'S ROOM

Tables & Chairs - 45 @ $60.	$2,700	
Charging desk - 8' @ $120	960	
Filing cabinets	200	
Standing shelving - 60¢ per book	2,400	
Pillows - 25 @ $5	125	$ 6,385

REFERENCE AREA

Tables & Chairs - 20 @ $60	$1,200	
Standing shelving	4,000	
Magazine rack	500	$ 5,700

ADULT AREA

Tables & Chairs - 25 @ $60	$1,500	
Standing shelving	2,400	
Charging desk	1,500	$ 5,400

YOUNG ADULT AREA

Tables & Chairs - 35 @ $60	$2,100	
Standing shelving	1,500	$ 3,600

Lobby area - chairs & table	500
Basement multi-purpose room - 150 chairs @ $16	2,400
2 Librarians desks	500
2 book trucks	100
Card catalogue	1,500
Carpeting - main floor	5,000
TOTAL	$31,085

2/9/67

Cutter

ARTICLE ______. To see if the Town will make an appropriation to provide furnishings and equipment for the proposed addition to the East Arlington Branch of the Robbins Library; determine in what manner the money shall be raised and expended; or take any action relating thereto.

(Inserted at the request of the Trustees of Robbins Library)

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

January 16, 1967

Mr. Gilbert Dillon
316 Washington Street
Arlington, Massachusetts

Dear Mr. Dillon:

At the meeting of the Board of Library Trustees held on Tuesday evening, January 10, 1967, the trustees voted to make the following changes in the budget request for 1967.

1. Reduce the Contingency item under Maintenance and Repair by $500.

2. Delete from the Capital Outlay the following items:

1	Fan	$96.
2	Coat Racks	113.
	Bookshelves	600.

After carefully reconsidering the budget, the trustees feel that " in good faith, the amount of $1,309 is as much as can be cut from the budget and still maintain present services.

Very truly yours,

Judith E. Stromdahl

Judith E. Stromdahl
Librarian and Secretary to
the Board of Library Trustees

JES:e

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 24, 1967

The Board of Library Trustees met in Special Session on Tuesday evening, January 24, 1967 at 8 o'clock. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

Mrs. Thompson, the Chairman, welcomed Mr. Joseph Callahan, appointed to fill the vacancy caused by Mr. Uek's resignation, and expressed the hope that he would enjoy his association with the Board of Library Trustees.

The minutes of the last meeting were approved as prepared.

Head of Circ. Fred Dooe

Mrs. Yood, Personnel Committee, presented the name of Fred Dooe as a possible replacement for Miss Corrie Latimer, Head of the Circulation Department, who expects to be married and move to Canada at the end of March. Mrs. Yood reviewed Fred's qualifications, including four years with the Robbins Library as a Northeastern Student, and his recent satisfactory work as a professional assistant in the Reference Department, and mentioned that he has completed eighteen credits toward his Master's Degree in Library Science at the University of R. I. After some discussion it was voted "to advance Fred Dooe to the position of Head of Circulation at the minimum rate of LS 3 - $6,442., with the approval of the Town Manager.

Problems regarding East Branch

A general discussion of library problems followed and to bring Mr. Callahan up to date, Mrs. Thompson reviewed briefly the plans and progress made for the East Branch addition. She read the following communication, dated January 30, 1967, which she had received from the Town Manager:

> To The Board of Library Trustees
> Attention: Miss Judith Stromdahl
>
> Please be advised that the architects for the East Branch Library addition should proceed with plans which would eliminate the passageway in the basement.
>
> Mr. Purcell, Town Counsel, has been instructed to acquire the necessary written permission from the owner of the two stores to install two doors which would be used as a second means of egress. I agree that in the long run this alternative represents a far better arrangement than to use the basement as a passageway with regard to those two stores.
>
> Very truly yours,
>
> (signed)
> Donald R. Marquis, Town Manager

Mrs. Thompson reported that she and Mr. Washburn had met with Mrs. Irene Mahoney of Lexington, the owner of the three stores on Massachusetts Avenue adjoining the East Branch Library. They reviewed the matter of the passageway through the basement of the library and they discussed the possibility of sharing with Mrs. Mahoney the cost of cutting a door in the rear of each of the three stores. Mrs. Mahoney was agreeable to having the doors cut through but refused to share in the cost.

Doors in Rear of East

Consequently, Mrs. Thompson contacted Mr. Purcell, Town Counsel, and requested him to notify Mrs. Mahoney that if necessary the Trustees would assume the entire cost of installing the three doors.

She also requested that he prepare the necessary legal documents for the release of Mrs. Mahoney's rights through the passageway and permission for the Trustees to have the doors cut, this to be done before February 2, 1967, when Mrs. Mahoney is leaving for Florida.

Mrs. Thompson reported that she had received a call from Mr. Richmond, the Architect, who said he had spent Saturday the 21st with his estimators. They had concluded that the branch could probably be built for $150,000. This figure does not include architect's fees of approximately $15,000., but does include air-conditioning, and the wall shelving, but no furnishings or equipment.

Estimate from Architect

Upon further discussion it was estimated that the Trustees will have to ask the Town for approximately $25,000. for such furnishings and equipment. An open end article for this purpose was filed with the Selectmen on January 23, 1967.

Attention then turned to the plans themselves and several possible changes were suggested. Upon motion of Mr. Washburn, it was agreed that Mrs. Yood and the Librarian should meet with Mr. Richmond and work out feasible changes for Mr. Richmond to incorporate in revised plans to be presented to the Board as soon as possible.

Revised Plans

Mr. Hoyt reported that Mr. Spengler had agreed to be the speaker for the Friends of Library meeting scheduled for February 16, 1967, to be held in the Library Hall at 8 o'clock. He will speak on New Developments in Weather Prediction and will show colored movies. Mr. Hoyt also reported that Mrs. Schreiter had agreed to serve as ticket chairman, Mr. Farrow as Treasurer, and Otis Jason as chairman of poster distribution. Mr. Hoyt is in the process of contacting other committee chairmen.

Friends of Library

The meeting was adjourned at 10:15 p.m.

The next regular meeting is scheduled for Tuesday, February 14, 1967 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary

Revised Minutes of the Meeting
# of the
Board of Library Trustees

February 14, 1967

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, February 14, 1967, at the home of the Chairman, Mrs. Gordon P. Thompson at 7:45. In addition to the Chairman, those present were Molly Yood, Norris Hoyt, Joseph Callahan, Milton Washburn, Jr., and the Librarian, Judith E. Stromdahl.

The Secretary's report was accepted as revised.

Correspondence consisted of a letter of appreciation of library services from Mr. George P. Faulkner of the Arlington Boy's Club, Inc., and a letter from Mr. Charles S. Johnson, Program Chairman, A.C.R.C., and a communication to Mr. Milton Washburn, Jr., from Mrs. Bertha M. Hamilton describing the interest which the Lexington Business Community has shown in the Carey Memorial Library of that town, with the suggestion that a similar interest on the part of the Arlington Business Community in the Robbins Library might be stimulated.
Voted: That the Librarian on behalf of the Trustees send Mrs. Hamilton an appropriate letter of acknowledgement in response to her letter to Mr. Washburn.

Copies of the report of the Trust Funds prepared by the Town Treasurer, Mr. Francis Coughlin were distributed and examined.

Voted, upon motion of Mr. Washburn, that Norris Hoyt be appointed to work with Mr. Coughlin as the representative of the Trustees, to suggest changes and make recommendations for better return on Trust Funds whenever possible.

Mrs. Thompson reviewed briefly the meeting on February 9, 1967 with the Finance Committee at which time she presented the reasons for the Warrant Article request for approximately $31,000 for furnishings and equipment for the new East Branch addition, and the emergency caused by the boiler explosion was thoroughly discussed.

Article
Warrant

It was reported that the Town Manager had notified Library Personnel that a new boiler, burner and ducts were to be installed, that this work was to be done before the library is cleaned. As the boiler work must go out on bid, it was estimated that, hopefully, the library could reopen on or about March 15.

New
Boiler

The Trustees expressed their appreciation of the time and attention which the Town Manager has given to library problems in this emergency.

Mr. Hoyt reported that the Friends meeting scheduled in the Junior Library Hall for February 16, had been transferred to the Unitarian Church next door through the kindness of the church authorities. It was suggested that directional signs be made and placed in strategic spots for the convenience of those attending the meeting.

Friends
of
Library

Tickets N.L.W.

Mr. Hoyt reported that tickets for the Library Week Program had been printed. He also mentioned that the ticket chairman had made a suggestion that a price differential be made between advance sales and tickets purchased at the door. However, as the price of the tickets had been set some time ago he felt it wise not to suggest such a change at this time. It was the unanimous opinion of the Trustees, however, that this policy might be carried out another year.

The Librarian reported that the architect planned to submit new plans for the East Branch by Saturday, February 18. It was then voted to meet in special session on Tuesday evening, February 21, 1967, at the East Branch to consider the plans.

Doors at rear of East Branch

Mrs. Thompson also brought up the question of the doors which are to be installed at the East Branch. According to her, the request of the owner of the building that the Trustees pay for four doors is unreasonable inasmuch as there are at present only three tenants and only three doors which open out to the basement passageway. The Trustees agreed that Mrs. Thompson should notify the Town Counsel that the Trustees will pay for three doors only.

The next regular meeting of the Board was scheduled for March 14, 1967, this meeting to be held at the Dallin Branch.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 14, 1967

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, February 14, 1967, at the home of the Chairman, Mrs. Gordon Thompson at 7:45.

The Secretary's report was accepted as prepared and distributed through the mail.

Correspondence

Correspondence consisted of a letter of appreciation of library services from Mr. George P. Faulkner of the Arlington Boys' Club, Inc. and a letter from Mr. Charles S. Johnson, Program Chairman, A.C.R.C., and a communication to Mr. Milton Washburn, Jr., from Mrs. Bertha M. Hamilton describing the interest which the Lexington Business Community has shown in the Carey Memorial Library of that Town, with the suggestion that similar interest on the part of the Arlington Business in the Robbins Library might be stimulated.

Copies of the report of the Trust Funds prepared by the Town Treasurer, Mr. Francis Coughlin were distributed and examined.

Voted, upon motion of Mr. Washburn, that Norris Hoyt be appointed to work with Mr. Coughlin as the representative of the Trustees, to suggest changes and make recommendations for better return on Trust Funds whenever possible.

Mrs. Thompson reviewed briefly the meeting on February 9, 1967 with the Finance Committee at which time she presented the reasons for the Warrant Article request for approximately $31,000. for furnishings and equipment for the new East Branch addition, and the emergency caused by the boiler explosion was thoroughly discussed.

Boiler

It was reported that the Town Manager had notified library personnel that a new boiler, burner and ducts were to be installed, that this work was to be done before the library is cleaned. As the boiler work must go out on bid, it was estimated that, hopefully, the library could be reopened on or about March 15.

The Trustees expressed their appreciation of the time and attention which the Town Manager has given to the library problems in this emergency.

Friends Library

Mr. Hoyt reported that the Friends meeting scheduled in the Junior Library Hall for February 16, had been transferred to the Unitarian Church next door through the kindness of the church authorities.

It was suggested that directional signs be made and placed in strategic spots for the convenience of those attending the meeting.

Mr. Hoyt reported that tickets for the Library Week Program had been preinted. He also mentioned that the ticket chairman had made a suggestion that a price differential be made between advance sales and tickets purchased at the door. However, as the price of the tickets had been set some time ago he felt it wise not to suggest such a change at this time. It was the unanimous opinion of the Trustees, however, that this policy might be carried out another year.

The Librarian reported that the architect planned to submit new plans for the East Branch by Saturday, February 18. It was then voted to meet in special session on Tuesday evening, February 21, 1967, at the East Branch to consider the plans.

Doors at East

Mrs. Thompson also brought up the question of the doors which are to be installed at the East Branch. According to her, the request of the owner of the building that the Trustees pay for four doors is unreasonable inasmuch as there are at present only three tenants and only three doors which open out to the basement passageway. The Trustees agreed that Mrs. Thompson should notify the Town Counsel that the Trustees will pay for three doors only.

The next regular meeting of the Board was scheduled for March 14, 1967, this meeting to be held at the Dallin Branch.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 21, 1967

The Board of Library Trustees met in special session on Tuesday evening, February 21, 1967 at the East Branch Library. Those present were the Chairman, Mrs. Maude Thompson, Messrs. Callahan, Hoyt, and Washburn and the Librarian, Judith E. Stromdahl. Mrs. Evelyn Colcord, the Branch Librarian, also attended the meeting for brief period.

Revised plans for East Branch

The purpose of this meeting was to discuss the architect's revised plans for the proposed addition to the East Branch Library. A number of points were raised for clarification and a few changes were suggested. Type of heating was discussed, advisability of making provision for future audio-visual equipment was discussed, the need of a light hoist at the back entrance for use of custodians in removing trash barrels, etc., was agreed upon, and it was the unanimous decision that the outside stairway at the rear of the proposed building should be enclosed with a platform inside the door at the top of the stairway. A door should be included between the main desk area and the work room, and provision made for a bubbler on the left hand side of the entrance into the building proper. The question of the enclosure of the loggia was discussed.

Although not indicated on the plan, it is assumed that doors will be installed in the lobby and the work room at the head of the stairway to the basement. It is also assumed that the broken line between the adult and children's sections represents some type of movable door. These points are to be checked with the architect.

It was also suggested that the word janitor as it appears in the plans, be changed to custodian.

Mrs. Thompson reported that she had been in contact with Mr. Purcell in regard to the doors which are to be installed in the adjoining building. The cost will be approximately $160. per door,including hardware and frames and installation cost for four doors will amount to $275. It was unanimously agreed to accept Mr. Purcell's recommendation to install four doors instead of the proposed three.

The next meeting was scheduled for March 7 at 7:45 p.m. at the East Branch if the architect finds this date convenient.

The meeting adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

February 28, 1967

To the Staff of the Robbins Library:

On behalf of the Trustees I would like to express to each of you personally our deep appreciation for your splendid cooperation during the present emergency at the library.

We realize the difficulties and inconveniences you are facing during this trying period and we want you to know how grateful we are to all of you. It is not easy to carry on and continue to serve the public under the present conditions but we know each of you is doing his very best.

We are particularly sorry for those members of the staff for whom there is no work during the period the main library must be closed. We are aware of the distress this causes and we can only say that we are making every effort to get the library back into operation just as quickly as possible.

In the meantime we hope you will all accept our heartfelt thanks for everything you are doing to keep the library one of the Town's greatest assets.

Sincerely,

Mrs. Gordon P. Thompson
Chairman of the Trustees

MT/mb

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

March 14, 1967

The Board of Library Trustees met at the East Branch Library on Tuesday evening, March 14, 1967 at 7:45. All members were present, the Chairman, Maude Thompson, Mrs. Molly Yood, and Messrs. Callahan, Hoyt and Washburn. Also present were the architects, Messrs. Richmond and Lane, Mr. Quattrocchi, Supervisor of Maintenance for the Town and the Librarian, Judith E. Stromdahl. The Branch Librarian, Mrs. Evelyn Colcord, was also present for a brief period.

Mr. Richmond presented schematic plan #8 for the proposed East Branch, showing the Cleveland Street and Massachusetts Avenue elevations. He outlined plans for the exterior of the building, stating that he is aiming for a balanced exterior without pulling out the present brick work. He is exploring different new materials which can be applied to the present walls. His plans show one large picture window on the Massachusetts Avenue and two on the Cleveland side, these to be framed in black marble.

schematic plan #8 presented

Mr. Richmond stated that his present estimate for the total project is $146,900, of which $125,300 is for the new work. This figure does not include free standing shelves or carpeting. See attached sheet for a breakdown of estimated costs.

Estimate for total project

Mr. Quattrocchi called the architect's attention to the sewage line which runs along the wall of the passageway from the three adjacent stores out to Cleveland Street. Mr. Lane agreed to look into this matter with Mr. Quattrocchi.

Sewage line

The Trustees expressed general satisfaction with both the plans and elevations as presented and voted to have Mrs. Yood and the Librarian meet with Mr. Lane to iron out a number of problems and to offer a few further suggestions. The architect also agreed to have a picture of the front and side elevations executed in color for exhibition at the National Library Week Program.

Meeting with Mr. Lane re: problems and suggestions

After Mr. Richmond and Mr. Lane had left, the various heating methods came up for consideration. Considerable discussion ensued before it was voted "that the architect be instructed to draw up specifications for oil heat."

Heating methods

Mrs. Thompson reported that she had been in touch with Mr. Purcell regarding the four doors which are to be installed at the rear of the stores. According to Mr. Purcell, the architect's proposal for installation was agreeable to Mr. Street, who handles Mrs. Mahoney's properties. Mr. Street is waiting to receive the signed agreement from Mrs. Mahoney and her three children.

Property of Mrs. Mahoney

Mr. Quattrocchi, questioned by Mr. Washburn, assured the Trustees that the boiler explosion caused no damage to the supports and beams of the reference room floor. Mr. Quattrocchi agreed to put this in writing for the records. He also stated that, at a joint meeting of the Board of Selectmen and the Finance Committee, held on February 13, 1967, an emergency was declared (as a result of the boiler explosion at the library) and the Town Manager "was authorized to expend not more than $30,000, the money to be taken from available funds in the

Boiler explosion

treasury." This account has been set up in Mr. Quattrocchi's office.

Zone heating was discussed and Mr. Quattrocchi agreed that although it would have been desirable to have zone heating installed at this time, the added cost could not be considered at present. However, it was pointed out that with a new boiler, the zoning can be done much cheaper and can easily be installed when funds are available.

Zone heating

A detector system, recommended by the Fire Chief, was also discussed. It was decided this would have to wait until the 1968 budget requests were made.

Detector system

Mr. Hoyt advised the Trustees that plans for National Library Week were progressing . He announced plans for a meeting of the committee to be held at his home on Thursday evening, March 30, at 7:30, and invited the Trustees to attend. He also mentioned that Mrs. Kenneth Spengler, will substitute for Mr. Jason who is ill and will take charge of distributing the posters using the Tom Dooley Youth League boys for this work. Members of the Tom Dooley Youth League will serve as ushers as well.

N.L.W. meeting planned

Arrangements were also made for the dinner to precede the program and it was agreed that Mr. and Mrs. Stein should call for the Reischauers at 5:30 and the dinner reservation made for six o'clock. Mrs. Thompson will make the reservation.

N.L.W. dinner

Mr. Hoyt asked the Board members if it was their wish to have him instruct the Town Treasurer, Mr. Coughlin, to reinvest the certificates of deposit which have come due for another 90 days. It was so voted.

Reinvest certificates of deposit

Mrs. Yood presented the names of two applicants to fill staff vacancies. To replace Miss Ewa Praszalowicz who resigned in February, Mrs. Yood recommended Miss Janet Briand of 127 Sunnyside Avenue, Arlington. Miss Briand, a graduate of Emmanuel College, is presently working at the Malden Public Library and has applied at Simmons Library School where she plans to obtain her Master's Degree in Library Science. Miss Briand worked as a page at the Robbins Library from 1950-1953. Upon graduation from High School, she spent two years with the New England Telephone Company, after which she entered the Religious Community of the Sister Servants of the Immaculate Heart of Mary where she spent ten years. During these years, in addition to earning her AB Degree, Miss Briand had a varied experience including teaching and social work. Her college grades averaged A- and she graduated in the top ten percent of her class. Voted: with the approval of the Town Manager, to hire Miss Janet Briand as a professional assistant in the Music and Young Adult Departments at the annual salary of $5024. (LS 1, Step 2) with the understanding that she takes courses leading to a Master's Degree. Upon satisfactory completion of courses in Cataloging and Reference work, she will be advanced to another grade.

Hiring of Janet Briand

To replace Mrs. Margaret Bowser, the office secretary, whose resignation is to become effective April 15, 1967, Mrs. Yood recommended Mrs. Margaret Hooley of 268 Broadway, Arlington. Upon graduation from high school, Mrs. Hooley worked for five years at the East Hartford Library, giving her a background knowledge of library procedures. Since December 1958 she has been employed in the office of Arlex Oil Company. Her recommendations have been excellent. Voted: to hire Mrs. Margaret Hooley to replace Mrs. Bowser at a yearly salary of $4816. (AG 4, Step 3), with the approval of the Town Manager.

Hiring of Margaret Hooley

The Board accepted Mrs. Bowser's resignation, after sixteen years of service,

with deep regret. Her excellent work, conscientious service, her loyalty and devotion to the library were mentioned with appreciation. Margaret Bowser's resignation

The next regular meeting was scheduled for April 11, 1967 at 7:45 p.m. If necessary, a special meeting will be called in the interim.

The meeting was adjourned exactly at twelve midnight.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 4, 1967

The Board of Library Trustees met at the East Branch on Tuesday evening, April 4, 1967 at 7:45 in special session. Trustees present were Mesdames Thompson and Yood, and Messrs. Hoyt and Washburn. The Town Manager, Mr. Marquis, and the Librarian, Judith E. Stromdahl, were also present.

Revised plans for the proposed addition to the East Branch were presented to the Board. Changes in the work room staff area and all purpose room were noted and approved as was the skylight over the front lobby. Type of heating was discussed and Mr. Marquis agreed that bids should be secured for both oil and gas. In answer to the Town Manager's question, it was pointed out that air conditioning was being planned for the branch, to be hooked in with the heating, and carpeting was to be used as a covering on the main floor.

Revised plans for East Branch presented

Mrs. Thompson reported that in answer to her question, the architect has stated that the steel structure of the new building could be reinforced to allow for a possible second floor at some later date if such expansion were necessary, for an additional cost of approximately $1000. The architect also stated that reinforcement of the present building to provide for a second floor was not feasible.

Allowance for second floor

Voted: To instruct the architect to proceed at once with working drawings for plans as presented in schematic design #8.

Voted: To request the architect to include in the plans proper structural reinforcement of the addition to provide for a second story if such is desired in the future.

Mr. Marquis also suggested that a penalty clause be included in the building contract and the librarian was instructed to so inform the architect.

Penalty clause be included

Mrs. Thompson also reported that according to the architect, approximately three months should be allowed for working drawings to be completed. This would make the plans ready for bidding by July 1 and work on building should then start by Sept. 1. The architect estimated that the actual building itself would take five or six months. In the discussion which followed it was pointed out that the furniture should be selected and ordered as soon as possible.

Length of time for building to be completed, reported

Mrs. Thompson notified the Board that the architect and Mr. Street, Mrs. Mahoney's representative, had conferred and agreed upon the location of the 4 new rear doors to be installed. This work will be included in the overall contract.

Location of 4 new doors

A discussion of the repairs at the main library was followed by a general discussion on the need of an enlarged main library. During the conversation, the Town Manager announced that so called "Library Way" is to be paved with funds provided for this purpose.

Repairs at main library

The pressing problem of the theft of books also came up for discussion and methods of solving this problem were reviewed. The librarian was asked to present an estimate of book loss over a period of a year.

Theft of books

Upon motion of Mr. Washburn, the Trustees agreed that the Librarian should be allowed to take some extra vacation if so desired in appreciation of her work during the emergency, with the approval of the Town Manager.

Extra vacation for Librarian

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

April 11, 1967

The Board of Library Trustees met on Tuesday evening, April 11, 1967, in the Technical Services Department of the Robbins Library at 7:45. Those present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn and the Librarian, Judith E. Stromdahl.

Reports - Friends of the Library

N.L.W.

Mr. Norris Hoyt, Chairman, Friends of the Robbins Library, reported that all arangements for the National Library Week Program seemed to be in order. Miss Hodges was to arrange for reserved seats for the Town Officials, special guests and committee, Mr. Farrow had made arrangements for necessary police help, and Mr. Riley was to be in charge of admissions and parking. Miss Norine Casey had made catering and flower arrangements for the reception. Mr. Hoyt also spoke of the seating arrangement on the platform, notifying each trustee where he or she was to be seated. Mr. Hoyt also mentioned the arrangements which had been made with Mr. and Mrs. Irving Stein to call for Professor and Mrs. Reischauer who were to be the trustees' guests at dinner at the Winchester Country Club. It was emphasized that dinner was to be served at six sharp.

Personnel

Personnel

Miss Littlefield

Mrs. Yood presented the names of two applicants to be considered for employment. Miss Jean Littlefield of Arlington, who will receive her Master's in Library Science from Rutgers University this coming June, worked for Robbins Library during high school - college years and as a page and student assistant was considered to be well-liked and a satisfactory worker. Her reference from Rutgers is excellent. "Superior student", "a highly competent young professional who should do well in any work that she undertakes"were comments included on a Personal Data Sheet received from the University.

Mrs. Lindenfelser

The second applicant was a Mrs. Ruth B. Lindenfelser of Winchester. She is a graduate of Simmons Library School and has worked for the Ferguson Library of Stamford, Conn. She, too, has excellent references. Miss Ruth Leonard of Simmons College wrote "Mrs. Ruth B. Lindenfelser has outstanding qualification for positions of responsibility in the library profession" and Miss Mary L. Alexander, former director of the Ferguson Library, in her recommendation stated "... I felt her (Mrs. Lindenfelser) to be one of our most valuable, efficient assistants."

It was voted to authorize Mrs. Yood and the librarian to hire either or both of these applicants as they see fit to fill staff vacancies.

Buildings and Grounds

Buildings and Grounds

Mr. Washburn reported briefly on the building and the work of its cleaning which had been completed the previous Friday. He spoke very highly of the sub-contractors, H. W. Foote Co. and of the conscientious supervision of the job by Mr. John Smith, Supervisor of Custodians.

High School Pages

The librarian presented a pay scale for pages based on the new rate voted in the Library budget at Town Meeting. It was suggested that a new page should be hired at $1.00 per hour, this amount to be increased to $1.15 at the end of six months if work is satisfactory and to $1.25 at the end of a year. The trustees agreed that this was satisfactory - so voted.

Pages' new pay scale

American Library Association

Mrs. Marie O'Day, Young Adult Librarian and Mr. Fred Dooe, Head of Circulation, requested permission to attend the ALA conference to be held at San Francisco the week of June 25, at their own expense. The trustees feel that these library conferences are very worth while and voted to grant the requests.

ALA

Other Action

Voted: to have the name of the library stamped on the top edge of all new books added to the Robbins Library collection. It was felt that this may prove to be one means of preventing book loss.

Stamp name on top edge of books

The East Branch was discussed briefly. It was pointed out that thought must be given to the possibility of closing the Branch during the rebuilding period, and of adding additional custodial help for the enlarged branch.

East Branch

It was also mentioned that a plan of continuous maintenance should be put into operation for the library buildings, assuring their upkeep.

Maintenance for E. Branch & other bldgs.

The next meeting was scheduled for May 9, 1967 at 7:45.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 27, 1967

The Board of Library Trustees met in special session on Thursday evening, April 27, 1967, in the Music and Art Department at 8:30. Trustees present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl. Also present were three members of the Improvement of the Civic Design Committee, of which Mrs. Fitzmaurice is Chairman. The other members present were

Views of Civic Design Committee on exterior design East Branch

The meeting was called to give the members of the Civic Design Committee an opportunity to express their views on the exterior design aspects of the proposed East Branch addition. This committee, according to Mrs. Fitzmaurice, is not a town appointed group and it has no official status in the town, but it is interested in the overall appearance of the town. Its purpose is to try to improve Arlington's image, and the Committee feels it has had some success in realizing this aim.

The Planning Board has accepted some of its recommendations as has the Conservation Commission.

Comments of other architects

Following her comments, the other two members, both architects, added their comments. They felt the exterior as presented in the architect's rendering could be improved. They were not happy about critizing the work of another architect, but hoped the trustees would accept their suggestions in the spirit in which they were made.

Proposed building tying in with neighboring buildings

In brief, although they were of two different schools of thought, the architects felt the proposed building did not tie in with neighboring buildings. They spoke of the lack of organization in the windows, expressing the opinion that there should be but one large one on Massachusetts Avenue; they felt there was no focal point to dominate the building on the Cleveland side, that the building should be of some dark material, preferably red brick. They expressed the feeling that the building should tell its own story, that it should be recognized as a library, and that perhaps an effective use of skylights could be made. The fire door should be placed on Massachusetts Avenue.

A lively discussion followed, with questions and answers, comments and opinions offered by all those present.

After the committee of three had left, it was decided by majority vote of the trustees, that Mrs. Thompson should contact the architect, Mr. Richmond, and a meeting set up in which the exterior plans of the building could be further explored. Saturday morning, April 29, or Tuesday evening, May 2, were suggested for this meeting. The meeting was adjourned at 10:45 p.m.

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

May 9, 1967

The Board of Library Trustees met on Thursday evening, May 9, 1967 in the Music and Art Dept. of the Library at 7:45 o'clock. Present were trustees Mesdames Thompson and Yood, Messrs Callahan, Hoyt, and Washburn and the Librarian, Judith E. Stromdahl. The Town Manager, Donald Marquis, and the architect, Mr. Lane also attended the meeting.

Before the regular business of the evening was acted upon, plans for the proposed East Branch were discussed at some length. The architect showed samples of the Mo-Sai material proposed for the exterior of the building and discussed the alternate possibility of using brick. Changes in the design were also discussed. As the plan rendered and displayed at the High School during the National Library Week Program was only a tentative one, Mr. Lane readily agreed to submit additional sketches for the trustees' consideration.

Plans for East Branch discussed with architect

Carpeting versus vinyl asbestos for floor covering was discussed and it was again unanimously agreed that the Main floor should be carpeted.

The Town Manager advised the Board that the total cost of getting the library back into operation following the boiler explosion was $39,000; Cleaning amounted to $20,000, installation of the boiler cost $14,500 and miscellaneous items amounted to $5,000.

Cost of getting library back into operation after boiler explosion

Friends of the Library

Following the departure of Mr. Lane, Mr. Hoyt reported briefly on the Friends of the Library meeting held on May 3, at which time the chairman was authorized to appoint several committees including a "gift for the East Branch" committee, and a "National Library Week program for 1968" committee.

Several committees to be appointed

Personnel

Mrs. Yood reported that Mrs. Ruth Lindenfelser, recommended at the April 11, 1967 meeting for the position of school librarian, had accepted a part-time position on the school library staff at a salary based on the annual rate of $6368 (LS 2 - step 2)

Ruth Lindenfelser accepts part-time position

Miss Jean Littlefield, also recommended at the same time, has notified the librarian that she has accepted another position and is no longer interested in the positions in Arlington.

Jean Littlefield no longer interested

Buildings and Grounds

Mr. Washburn spoke of the roof repairs which the Kennefics had completed and reported that additional work needs to be done above the front entrance of the building

Roof repairs completed and additional work to be done

Miscellaneous

The librarian mentioned the art exhibit to be hung in the Music and Art Room in June, the work of the Negro Art Association of Boston.

Art Exhibit of Negro Art Assn.

She also reported that a borrower, had slipped and fallen on the floor of the Music and Art Room, breaking her glasses, but otherwise apparently unhurt. Proper reports had been made.

Borrower fell

Other business

It was voted to ask Mrs. Eli Reingold to re-cover the arches of the top stack windows, the price not to exceed the quoted price of $250, the money to be taken from Building and Grounds account.

Re-covering arches of top stack windows

The policy to be followed when staff members fail to report for work during snow storms was raised by the librarian. The Town Manager volunteered the information that this and other personnel problems were the sole concern of the librarian and the Town Manager. Such problems were to be brought to his attention.

Personnel problems

It was agreed that the librarian should contact the trustees as soon as she heard from the architect and, if possible, to set up another meeting in May.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 25, 1967

The Board of Library Trustees met in special session on Thursday evening, May 25, 1967 in the Music and Art Department of the Library at 8:00 o'clock. Mesdames Thompson and Yood, Trustees Callahan, Hoyt and Washburn, the architect, Mr. Lane and Mr. Anthony Quattrocchi, Supervisor of Building Maintenance and the Librarian, Judith E. Stromdahl were present.

Mr. Lane presented revised plans for the proposed East Branch elevations, scheme #10. With some minor changes, the plans met with the approval of all the trustees and the architect was directed to proceed with the plans incorporating changes resulting from the discussion.

Revised plans for East Branch

The only other business transacted by the trustees at this meeting was to vote "that the bills submitted by the Mary A. Deasy Catering Co. and Scott Flowers in the amount of $242 for the reception held in conjunction with the National Library Week Program be paid from the Sarah Ross Vaughn Fund."

Bills to be paid from the Vaughn Fund

The meeting adjourned at 10:30 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 31, 1967

The Board of Library Trustees met briefly in special session at 7:00 o'clock on Wednesday evening, May 31, 1967 in the Historical Room of the Library.

In addition to trustees Thompson, Yood, and Washburn, Mr. Lane, the architect, Mr. Anthony Quattrocchi, Superintendent of Building Maintenance, and the Librarian, Judith E. Stromdahl, were present.

Scheme #11 of the proposed addition to the East Branch Library, (copies of which had been sent to the librarian and shown or distributed to the trustees before the meeting), was approved with one change.

Scheme #11 addition to East Branch approved with one change

Mr. Lane was requested to make another elevation drawing showing a straight roof line on both the Massachusetts Avenue and Cleveland Street sides for conparison with scheme #11 presented at the meeting. He readily agreed to do this. Mr. Lane also agreed to submit sketches showing the rear and opposite side of the proposed addition.

A June trustees meeting was discussed, but no date was set.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 12, 1967

The Board of Library Trustees met in special session on Monday evening, June 12, 1967 in the Historical Room at eight o'clock. Mrs. Gordon Thompson, Mrs. Mollie Yood, Norris Hoyt, Milton Washburn, Jr. and the librarian, Judith E. Stromdahl were present.

East Branch

The meeting had been called to consider the elevation plan #12 (of the proposed addition to the East Branch) which had been submitted by the architect. After some discussion, it was unanimously agreed to ask the architect to follow scheme #12 for the front of the building on Cleveland Street and scheme #11 for the Massachusetts side of the building. In other words, the top of all the windows will be in line with the rest of the roof line and the entrance will have a slight projection above the roof line.

Consideration of elevation plan #12 (East Branch)

Personnel

Mrs. Yood presented the name of Marian L. Hobbs as a replacement for Miss Rosemary Francis of the Circulation Department who was transferred to the Reference Department in place of Fred Dooe who became Head of Circulation upon the resignation of Corrie Latimer.

Name of Marian L. Hobbs presented

Miss Hobbs is a graduate of Tufts University and during her college years had experience in a number of summer positions. In 1966 she was a clerk typist in the cataloging office of the Open Library, Institute for Defense Analysis, Arlington, Virginia, in 1965 served as secretary to the Board of Education, Montgomery County, Maryland, and in 1963 worked in the Peace Corps office in Washington, D. C.

Miss Hobbs has applied for admission at the Simmons College School of Library Science and plans to earn her Masters Degree in Library Science while working.

Voted: to employ Miss Hobbs at the minimum rate of LS 1 ($4952), this rate to be advanced to step 2 upon completion of a graduate course in reference work. Miss Hobbs, understands, however, that if she is not accepted at Simmons, we cannot hire her.

Northeastern Students

The librarian brought up the question of the pay rate for the Northeastern students. In talking with Professor Dube of Northeastern, the librarian recently learned that Arlington no longer was one of the better paying libraries and was in danger of not attracting the better students as it had in the past. The Town Manager, Mr. Marquis, agreed with Miss Stromdahl that the rates could be advanced if there was money in the budget and suggested the librarian get the approval of the Board members.

Pay rate for the Northeastern students

Voted: to begin the sophomore students at the rate of AG 1, step 1 ($72) for the first work period, this rate to be advanced to step 2 for the second and third periods. Upper classmen, however, are to begin at the rate of AG 1, step 2 or $76 per week.

The meeting was adjourned at 10:00 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 12, 1967

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, September 12, 1967 at 7:45 in the Historical Room of the Library. Those present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the last regular meeting (June) were accepted as prepared and distributed by mail.

Correspondence

Correspondence consisted of a letter from the architect, Isidor Richmond, in which he advised the Board of Trustees that working drawings and specifications for the East Branch addition will be completed by Friday, October 6, 1967, that October 10, 1967 has been decided upon as the target date for issuing plans and specifications to contractors for bids and that Wednesday, November 1, 1967 has been set for receipt of bids at the architects office at 30 Newbury Street, Boston. ...a communication from the Massachusetts Bureau of Library Extension regarding Filing Procedures for Federal Grants for Public Library Construction Under the Library Services and Construction Act.... letters from the Town Manager regarding the reappointment of Mrs. Maude Thompson for a three year term expiring August 17, 1970 and Mr. Norris Hoyt with a July 6, 1970 termination date. ... a letter of resignation from Marjorie Truesdale, school librarian who has accepted a position with the School Department of Beverly.

Letters from architect, Isidor Richmond, from the Mass. Bureau of Library Extension, from the Town Manager, and Marjorie Truesdale, school librarian

Action on Correspondence

The Librarian was requested to call Mr. Richmond and, if possible, arrange a meeting with him sometime between the date of completion of the working drawings and the date when specifications are to go out for bidding, (October 6, 7 or 9), so that the Trustees might approve the plans.

Arrange a meeting with Mr. Richmond

Friends of the Library

Mr. Hoyt reported that the list of 11 people drawn up by the committee as possible speakers for the National Library Week Program next April proved quite unproductive. Some speakers were not available, others commanded a fee in excess of what the committee felt could be paid - $2000, $2500, $2750, etc. As time is growing short Mr. Hoyt suggested that the Trustees select three other possibilities for Miss Hodges to contact. After some discussion and consideration of many possibilities, it was decided to contact, in the following order, Tom Posten, Bennett Cerf, and Pearl Mesta.

Contacting speakers for NLW program

Mr. Hoyt also announced that Mr. George Rugg had agreed to serve as Chairman of the "Program Committee of Local People" and arrange two or three meetings during the fall and winter with local people as speakers, these meetings to be held in the Music and Art Gallery.

George Rugg to serve as Chairman of Program Committee

Personnel

Mrs. Yood presented the following names for confirmation to staff appointments:

Names presented for confirmation to staff appointments

1. Miss Patricia Green, 27 Benham Street, Medford, a graduate of Cardinal Cushing College with a Major in English and a Minor in French. According to Sister Campion, Miss Green was a very fine student who made the Dean's list and ranked third in the class. She received a Fellowship to the University of Vermont for the year 1966-67 and completed the first semester. She did not return for the second semester because of illness at the beginning of the term. She attended Salem State during the past summer and has agreed to take graduate work at Simmons in Library Science. She was hired at the yearly rate of $4952 (LS 1 Min) with the understanding that this amount will be increased to $5188 (LS 1 step 1) after three months if her work is satisfactory. Miss Green will be assigned to the Circulation Department as a Readers' Adviser. She replaces Rosemary Francis who was transferred to the Reference Room when Fred Dooe of the Reference Department was promoted to the position of Head of Circulation when Miss Corrie Latimer resigned last March.

Patricia Green

2. Mrs. Sharon (Rumble) Brain of 277 Broadway, Arlington, a graduate of the University of Toronto in May 1967. She, too, comes highly recommended both scholastically and personally and she has also agreed to start working for her library degree at Simmons. Mrs. Brain is to be placed in the Children's Library at the Dallin Branch where Mrs. Williams has been serving on a temporary part-time basis. Mrs. Brain is to be paid an annual salary of $4952 (LS 1 Min) with the understanding that this amount will be increased to $5188 (LS 1 step 1) at the end of three months if her work is satisfactory.

Sharon Brain

3. Mrs. Yood also reported that a Mrs. Ann Keeter, 473 Winchester Street, Winchester had been approved by the Superintendent of Schools, Bert Roens, for the Peirce School replacing Mrs. Truesdale. Mrs. Keeter will be on the School Department payroll. She is a graduate of Wake Forest College, Winston-Salem, North Carolina and taught school in Belmont, North Carolina for two years, 1962-64. After marriage, she came to Massachusetts (June 1964) and taught in the Dedham Junior High School from January to June 1966. In September 1966, she accepted a position with the Boston Public Library. She has been studying at the School of Library Science and has 12 credits toward her MLS. She is to be paid at the rate of $640 per month for a 10 months period.

Ann Keeter

Building and Grounds

Mr. Washburn reported that a leak had been discovered in the Young Adults' Department, the cause of which may have been leave clogged gutters. The area will be inspected after each storm and proper action taken if necessary.

Leak in YA Dept.

Trust Funds

Mr. Hoyt reported that he had talked with the Town Treasurer, Mr. Coughlin, a number of times in regard to the status of the Library

Trust Funds. At present, with one exception, the funds are invested in United States Treasury Bonds, Bank Stocks, and Savings Bank Accounts. Mr. Coughlin suggested that some of the money could be invested in United States Treasury Notes which will expire in February 1971 and which pay a dividend semi-annually of 5 3/8 %. The Trustees discussed at some length the advisability of this action. It was finally voted to ask some public spirited investment broker to sit with the Trustees and review the library portfolio and recommend what changes, if any, should be taken. Mr. William Homer was suggested as one possible source. It was voted, however, that selected Five Cents Savings Accounts be transferred to 90 day accounts, Mr. Hoyt to authorize the Town Treasurer to transfer these accounts by October 1, 1967.

Status of
Library
Trust Funds.

The next regular meeting is to be held on Tuesday, October 10 at 7:45. A special budget session is scheduled for October 23, 1967. It was recommended that the library survey be discussed following the imminent meeting with the architect if time allows.

The meeting adjourned at 11:45 p.m.

Miscellaneous

Voted: to pay the bill which was submitted to the Library by the Public Works Department for moving the books after the explosion too late to be included in the insurance settlement, from the contingency fund.

Pay the Public
Works Depart.
from contingency fund

As a matter of information,

The librarian mentioned the program which has been planned by Mrs. O'Day, the Young Adults' Librarian to familiarize the young people with the dangers of LSD. Concerned with the growing number of high school students who (according to reports received by Mrs. O'Day from the students themselves), are using this drug. Mrs. O'Day has booked the new film issued by McGraw Hill for a week in September. The film is to be reviewed by the staff on Monday, and if found to be suitable, will be shown daily in the Junior Library Hall for young people from the 7th grade up. Mrs. O'Day plans to notify the Principals by telephone and request the notice to be given over the loud speaker at each school.

Program on
LSD

The librarian also reported that the Director of Personnel Training at Filene's spoke to the staff on Tuesday morning, September 19. His theme was "Give Friendly, Enthusiastic Service."

Speaker from
Filene's

On Tuesday morning, September 26, a representative of the New England Telephone has agreed to attend the staff meeting and show a film on Telephone Manners and speak on their importance in Public Relations.

Film to be
shown by
N.E. Telephone

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 10, 1967

The Board of Library Trustees met on Tuesday evening, October 10, 1967, at 7:45 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

Bills were approved and bank identification forms were signed for the changes which had been voted at the September 12 meeting.

The Board then proceeded with the annual election of a chairman. Mr. Norris Hoyt was nominated by Mr. Washburn and was unanimously elected.

The Trustees thanked Mrs. Thompson for the outstanding job she has done as Chairman for the past two years, and the Librarian was directed to enter in the minutes an expression of appreciation for her untiring service and for her devoted interest during this difficult year of planning the enlargement of the East Branch. Mrs. Thompson thanked the Board for their cooperation and said her work had been a "labor of love."

Mrs. Thompson thanked for outstanding job as Chairman

The Trustees then turned their attention to the 1968 budget, considering each item in the "Expense" category. Every item was discussed and determination made for the amount of increase to be requested, if any were deemed necessary. This was a little more difficult than usual as two unusual factors had to be taken into consideration, namely, the nine weeks during which the Library was closed because of the boiler explosion and the anticipated cost of the operation of an enlarged East Branch.

Consideration of items in "Expense" category in 1968 budget

The meeting was adjourned at 11:30 p.m. to reconvene on the following Tuesday, October 17, 1967, at 7:30 to discuss the personnel budget.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 17, 1967

The Board of Library Trustees met to complete the budget on Tuesday evening, October 17, 1967, at 7:30 in the Librarian's office. All members were present, Mesdames Thompson and Yood, Messrs. Callahan, Hoyt, and Washburn, and the Librarian, Judith E. Stromdahl.

Before entering into the discussion of the budget, Mr. Hoyt commented briefly on his election to the chairmanship, thanking the members for their vote of confidence in him and asking for their continued cooperation.

Film on LSD

Mr. Callahan also commented on the widespread interest caused by the showing of the film on LSD in the Library Hall under the auspices of the Young Adults and Audio Visual Departments. He spoke of its importance and made a motion that the Library try to secure the film from the U. S. Food and Drug Administration for further showing. The Board so voted.

First of Nov. date that specifications should be completed

The Librarian reported that the architect, Mr. Richmond, had requested her to notify the Board that the date agreed upon at the September meeting (namely, that specifications for the East Branch should be completed by October 6, 1967) had been advanced to the first of November as the structural engineers had found it was impossible to complete them earlier. Mr. Richmond will keep the Board advised as to exact dates for bidding and advertising and opening of bids.

Budget requests for Personal Services

Attention was then turned to the budget requests for Personal Services. No changes were made in the budget requests for school librarians although additional personnel is needed. The Board decided that representatives of the Library Board should request a meeting with representatives of the School Committee to which the Town Manager, Mr. Marquis, should be invited for a discussion of the problem of school librarians. Mr. Hoyt agreed to contact the School Committee chairman for an appointment.

Meeting to be requested re: school librarians and pay plan

The Librarian was directed to send a letter to the Personnel Board for a meeting in regard to possible requests for changes in the library classification and pay plan.

Capital Outlay requests reviewed

The Capital Outlay requests were then reviewed and the amount of $2800 added for pointing of building. This figure was received from Mr. Kennfic.

Mr. Washburn reported that Mr. Kennefic had also quoted the following prices:

1. $480 to replace the temporary gooseneck with new bearing copper wire, the cost to include cutting, patching, and plumbing. If postponed until 1968, the cost would be $545.

2. $120 to install an end cleanout and a dandy cleanout and a two inch gate valve on the left side of custodians' room. If postponed the price would increase to $150.

3. $196 to repair roof leaks in Young Adults room. If postponed an increase of $20 could be expected.

Voted: to have these repairs made this fall as there are sufficient funds in the Building and Grounds appropriation to cover expenditures.

The date of the next meeting was set for November 14, 1967 at 7:45 p.m.

The meeting adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 14, 1967

The Board of Library Trustees met in the Historical Room of the Library on Tuesday evening, November 14, 1967, at 7:45. All members were present: Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the September 12, 1967 meeting were approved as prepared and distributed.

Committee Appointments

The first item of business was the appointment of the following committees by the Chairman, Norris Hoyt.

Personnel - Molly Yood
Friends of the Library - Joseph Callahan
Building and Grounds - Milton Washburn
Investment of Trustees Trust Funds - Norris Hoyt and Joseph Callahan
Special Building Committee for the East Branch - Milton Washburn, Chairman, and Mrs. Maude Thompson
Furnishings - East Branch Library - Molly Yood and Mr. Washburn (and the Librarian)

Committee appointments

In connection with the appointment of Mr. Washburn as Chairman of the Special Building Committee for the East Branch, it was unanimously voted that he "be given power to act for the Trustees when necessary."

East Branch

Mr. Washburn briefly reviewed the meeting held with the Town Manager, Mr. Donald Marquis, in the latter's office on November 2, 1967, at which Tom Lane, the Architect, Joseph Purcell, the Town Counsel, Mr. Quattrocchi, Supervisor of Building Maintenance, Trustee Milton Washburn, and the Library Board Chairman, Norris Hoyt, were present. Under discussion was the date of starting reconstruction of the East Branch, and the length of time to be allowed for completion of the job was also explored. It was pointed out that construction, as planned, will start during winter months, and it was felt by some of those present that perhaps the construction should be postponed until March 1, 1968. However, after a lengthy discussion, it was decided to let the bids go through as planned, the sub bids to be opened on November 24, 1967, and the general bids on November 30, 1967. Mr. Lane agreed to add an addendum to the specifications requiring completion of building by August 1, 1968 instead of in 365 days as stated in the invitation to bid. Accordingly, the Trustees agreed to authorize the closing of the branch on January 1, or at the beginning of construction, to facilitate the work.

Construction of East Branch

Opening of sub bids on 11/24/67

Opening of general bids on 11/30/67

In the general discussion which followed Mr. Washburn's report, Mr. Callahan spoke of the importance of securing service contracts to cover the operation of the various installations. It was felt that mention of this need for service contracts should be made to the Town Manager, as this will be an added expense and no allowance for this and other probable unexpected expenses has been included in the budget.

Need for service contracts

Mrs. Thompson raised the question as to whether or not Mr. Athens has been made aware of the fact that the chain link fence and the Athens garage extend one foot over the property line and that the Trustees have decided to return this foot of land to Mr. Athens. The Trustees voted that Mr. Purcell should be requested to notify Mr. Athens of this fact. Mr. Hoyt is to call Mr. Purcell and discuss the procedure to be followed in returning the land and determine if it must be through action of the Town Meeting.

Return foot of land to Mr. Athens

The question of the storage of books and equipment was referred to the Librarian who will contact the Town Manager in regard to this matter.

Storage of books and equipment

Mr. Hoyt also reported that the Town Manager had called the architect's attention to the need of an addendum to the invitation to bid, covering the equipment and furnishings which should not become the property of the contractor but remain the property of the town. Specifically mentioned were the air conditioner, heating unit and toilet fixtures. The Trustees agreed that if they find it desirable to keep other items of equipment or furnishings, a letter should be sent to the contractor, so stating.

Need of addendum covering equipment and furnishings

It was also pointed out that Mr. Marquis feels that a full time Clerk of the Works should be employed, on a weekly basis. A Joe Peterson and the former Supervisor of Maintenance, George H. Greim, were suggested as possibilities for this job.

Voted: that the Building Committee, in consultation with the Town Manager, be empowered to employ a Clerk of the Works for the East Branch.

Employment of Clerk of the Works

Mr. Hoyt also reminded the Board members that the sub bids are to be submitted to the Town Manager's office and are to be opened in the Hearing Room of Town Hall on November 24, 1967 at 1 p.m. The general bids are to be opened at the same place on November 30 at 8 p.m.

Sub bids to be opened 11/24/67. General bids 11/30/67

School Librarians

The meeting of the Board with the Town Manager and the School Committee was discussed. In brief, it is the unanimous opinion of the Trustees that the school librarians should be transferred to the school budget at one and the same time in view of the fact that salary scales differ and in view of the fact that the School Committee aims to provide each elementary school with a full time librarian. It was agreed that the Librarian would meet with the Superintendent of Schools, Mr. Bert Roens, and work out plans for possible contractual services between the School Department and the Library. Mention was made of the possibility of securing additional funds for the School Department through the NESDEC formula.

School librarians transferred to school budget

Christmas Dinner

Mr. Washburn, acting as chairman for the annual Christmas Dinner which the Trustees are planning for the Staff, requested permission to buy three additional sets of dishes at $23.98 per set of eight, and four sets of silver at $27.97 per service of twelve, and eight card tables with masonite tops from trust fund money. This additional

Purchase of silver and dishes and card tables

equipment will make borrowing from neighboring churches and societies unnecessary. The Board voted that the requested purchases should be made.

Mr. Washburn reported that he had contacted the caterer, Paul Deal, and ordered the roast beef dinner at $3.00 per person plus 15% gratuities, and had requested Mrs. Morrell to help with the serving, along with the high school pages, as in former years.

Caterer -
Paul Deal

The Trustees voted an expression of thanks to Mr. Washburn for the time and effort spent on this affair to make it a success.

Friends of Library

Mr. Hoyt announced that the Friends Program Committee, of which George Rugg is chairman, had met and had made arrangements for an open meeting to be held on Friday, January 19, 1968, with Ben Bova, an Arlington author and member of the Friends, as speaker.

Ben Bova
to speak
1/19/68

Personnel

Mrs. Yood reported that a Mrs. Martha Marshall, a graduate of Michigan State University with teaching background and two years with the Wayne County Library system in Michigan, had been employed on a temporary basis at a yearly salary of $5896 (LS 1 Max) to serve in the Junior Library until a qualified Children's Librarian can be found.

Martha
Marshall
to serve
in Jr. Lib

Building and Grounds

Mr. Washburn reported that a heating problem existed, and the Librarian added that according to Mr. Quattrocchi, incorrect wiring when the new boiler was installed, was the cause.

heating
problem

As previously requested, the Librarian supplied the Trustees with a list of lockers and names of personnel assigned to each locker. It was agreed that more lockers were needed.

List of
lockers
and personnel
assigned

Trust Funds

Mr. Hoyt discussed the trust funds and recommended transferring the Hadley Fund from the Cooperative Bank to the Arlington Five Cent Savings Bank on 90 day notice, but suggested that the E. S. Farmer Account be left "as is" in the Arlington Cooperative Bank. It was so voted.

Transferrin
of fund
and account

Holiday Closing

The question of the Christmas holidays closing was raised and it was voted "to close all day Saturday, December 23" subject to approval of the Town Manager.

Christmas
holiday
closing

Salaries

The Librarian was excused at ten o'clock and Mrs. Yood was asked by the Chairman to act as recording secretary for the remainder of the

meeting. This time was devoted to a discussion on salaries. The crucial question was whether the Personnel Board should be approached for an overall salary increase, special categories, or whether the request should be limited to one position. In the light of past experience, it was decided unwise to request increases for all positions. It was also pointed out that there may be a general 6% increase for all town employees. It was therefore decided to approach the Personnel Board for change in one grade only, LS 6. The person in this grade has a managerial job, supervision of sixty people, three buildings, and a $400,000 budget.

Change in grade LS 6

Statistics are to be secured for the following places, Brookline, Newton, Belmont, Watertown, Medford, Wellesley, Lexington, and will include the number of employees, population, size of budget, present salary of head librarian, and proposed salary for 1968 budget.

Securing of statistics from other towns

The Board decided to request a salary rate for LS 6 of $12,000 - $14,000. Mr. Morris is to be referred to Mrs. Yood in case of any discussion of the matter.

Salary rate change

The date of the next meeting was set for December 12, 1967 at 7:30 p.m.

The meeting was adjourned at 11 p.m.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 30, 1967

Bids submitted by the general contractors for the East Branch were opened on Thursday, November 30, 1967, by the Chairman, Norris Hoyt, in the presence of Trustees Callahan, Thompson, Washburn and Yood at the Hearing Room of Town Hall at 4 p.m. Also present were Town Manager Donald Marquis, Town Counsel Joseph Purcell, Architects Richmond and Lane, the Librarian, and the bidders or their representatives. The bids were as follows:

Bids submitted by East Branch

	Contract Price	Alt #1
Santini Sons - Arlington	$287,479	$3,567
Scott McNeilly & Sons - Brookline	274,704	6,832
Alfred Johnson & Son, Inc. - Winchester	323,597	none
Minute Man Engineering Corporation - Lexington	256,400	4,050

Together with the architects and the Town Manager, the trustees and the Librarian met for a brief period following the opening of the bids. All were stunned at the bid proposals which were far in excess of the $150,000 figure which supposedly was used in drawing up the plans.

Proposals in excess of figure used

As there were insufficient funds available to proceed, it was unanimously voted: that the bids be rejected and the checks returned.

A discussion followed, It was recommended that the trustees terminate the services of Richmond and Goldberg and start over again from scratch with another firm. It was suggested that perhaps the building program should be postponed for another year or that the trustees should request money from the Town Meeting. A fund raising of some kind was also mentioned for consideration.

Suggestions made re building program

After some deliberation, the Town Manager expressed the opinion that the trustees should present their case to the Finance Committee and if the members of the Finance Committee were favorably inclined, to proceed with their plans.

Case to go to Finance

Mr. Richmond was visibly upset at the turn of events and admitted that his plans were based on a very early estimate. He agreed that he should have sent his plans back to his estimator to be rechecked before putting them out for bidding, but he also defended his firm saying that this was the first time his firm had undergone such an experience.

Mr. Richmond upset at events

Acting upon the Town Manager's advice, the trustees asked the architects to study the plans and see what, if any, changes could be made which would reduce the cost. The architects agreed to restudy the plans and submit

Plans to be restudied

recommendations to the trustees for their consideration at a meeting in the Town Manager's office on Friday evening at 7:30. Until this was done, the trustees felt that no further steps could be taken.

The meeting adjourned at six o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 30, 1967

On Thursday evening, November 30, 1967, the trustees held a special meeting in the Hearing Room of Town Hall. This meeting followed the opening of the bids for the construction of the East Branch.

In addition to Mrs. Yood, Messrs. Callahan, Hoyt, and Washburn and the Librarian, Messrs. Marquis, Purcell and architects Richmond and Lane were present.

Chairman Norris Hoyt expressed the feeling of the entire group when he spoke of his great disappointment and dismay at the bid prices which were as follows:

Santini Sons	$287,479 + $3,567 for alt #1
Scott McNeilly & Sons	$274,704 + $6,832 for alt #1
Alfred Johnson & Son, Inc.	$323,597 - no increase
Minute Man Engineering Corp.	$256,400 for alt #1

Bid prices quoted

It was readily agreed by the trustees that there were insufficient funds to proceed with the project and the trustees voted "that the bids be rejected and the checks returned to the bidders." Mr. Lane offered to return the checks.

Bids rejected

There followed a rather lengthy discussion during which the trustees tried to have the architects clarify the wide discrepancy between their estimated cost of the addition and the bid prices. Mr. Richmond accepted some responsibility in that he agreed that he should have resubmitted the completed plans to his estimator before the plans were put out to bid. His estimator had seen only the preliminary drawings.

Discussion re: discrepancy

Mr. Richmond asked to be allowed to study the plans and to see if and where, savings might be made and report back to the trustees.

Following the departure of Messrs. Lane and Richmond, various possible courses of action were discussed:

1. Should the services of the architects be terminated and a fresh start be made with another firm?
2. Should Richmond and Goldberg be given an opportunity to present their recommendations to bring the costs nearer to the original estimates, this work to be done at no cost to the trustees? The librarian was requested to withhold the third payment which was due and had been submitted for payment.
3. Should the trustees decide not to build?
4. Should the trustees approach the town meeting for money?
5. Should the trustees institute a fund raising project or apply for Federal funds?

Various courses of action discussed

Acting upon the Town Manager's advice, it was decided to ask the architects to submit their recommendations and any proposals they might have before a final decision was reached. Mr. Hoyt was instructed to advise the architects of this

Proposals from architects

decision and a meeting was scheduled for Friday evening, December 8, in the Town Manager's office to which the architects would be invited for further discussion. Meeting scheduled for Dec. 8

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 8, 1967

The trustees met with the Town Manager and the architects, Messrs. Richmond and Lane on Friday evening, December 8, 1967, at 7:30 in the Town Manager's office. In addition to Mr. Marquis and the architects, Mesdames Thompson and Yood, Messrs. Hoyt and Washburn and the Librarian were present.

The architects presented a list of 26 possible revisions which would reduce the construction cost of the East Branch, although it was agreed the savings would not be substantial.

Revisions for East Branch

Mr. Richmond offered to "do the plans over" and resubmit them for bidding without charge if the library board decided to accept the suggested revision changes.

After considerable discussion, Mr. Richmond agreed to discuss the cost of building the addition with one of his contractor friends and see if he could come up with a realistic figure which might be presented to the Finance Committee if the trustees decided to seek funds from the Town. Mr. Richmond is to contact Mr. Washburn or Mr. Hoyt when he has any pertinent information so that another meeting of the Town Manager, the Trustees, and the architects might be arranged.

After the architects had left, the Trustees and the Town Manager continued the discussion as to the next step. Should the architects be retained, should the trustees ask the Town Meeting for funds or should the project be dropped for the present were the questions raised; no conclusion was reached pending further action on the part of the architects.

Questions raised as to next step for East Branch

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 12, 1967

The trustees met for their regular monthly meeting on Tuesday evening, December 12, 1967, in the Historical Room at 7:45 p.m. Those present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

After signing the bills and necessary documents, the reports of the 4 previous meetings were approved as submitted with one correction. On page 1 of the November 14 report, the name of Mr. Quattrocchi is to be stricken, as he was not present at the meeting in the Town Manager's office.

reports submitted

The chairman asked Mr. Washburn if he had received any further word from the architects. Mr. Washburn reported that Mr. Richmond had scheduled a conference on Thursday, December 14, with the contractor who was to estimate the savings in costs resulting from alterations in the plans for the East Branch.

Conference scheduled

As this date proved not to be convenient for all those present, Mr. Washburn contacted Mr. Lane by telephone and found he was available for a meeting on Friday afternoon, December 15 at 2:00 o'clock. Mr. Washburn was to check with the Town Manager, and if this date was convenient for him, Mr. Washburn was to notify the architects and librarian.

Meeting December 15 planned

Discussion of the St. John's Facilities Report

The trustees then turned their attention to the Library Facilities Report submitted by Francis St. John. A lengthy discussion ensued. As a result of their study of the report, the trustees agreed that the report confirmed their own findings that the present Main Library facilities are inadequate and overcrowded and that these conditions need to be corrected.

St. John report

No action was taken on the recommendations that Mr. St. John had presented, but it was the sense of the meeting that the trustees should investigate and consider other solutions to the problem. It was voted that "each trustee should bring to the next meeting, the name of an architect or engineer living in the town, who could be invited to study the report and then sit down with the trustees and make suggestions and recommendations if they feel an addition to the present building or solutions other than that of Mr. St. John are feasible."

Study of report by others

Buildings and Grounds

In his report Mr. Washburn reviewed the heating problems which the Main Library had experienced ever since the heating season began and outlined the work which Mr. Gore of Honeywell performed to correct the trouble. As of December 12, the condition seems to have been corrected.

Heating problems

Mr. Washburn also reported that another theft had taken place at the Dallin Branch. On Monday morning, November 27, Mr. Capes reported that in checking the building on Sunday, November 26, he found the lower front door ajar. He found

Theft at Dallin

nothing disturbed and assumed the door had been overlooked at closing time on Saturday and not discovered by the police in their routine nightly check.

On Monday noon, however, Mrs. Thompson called the Librarian, reporting that the strong box, kept in a locked closet, had been taken with all contents amounting to $95. The keys for this closet are kept hidden in a small box in the top drawer of the vertical file in the office. All keys are accounted for. The police were notified and Mr. Shea has visited the branch, talked with the staff as well as with all the custodians at the Main Library. (This break occurred on the same weekend that the Locke School was ransacked, but unlike the Locke School, no damage was done at the branch.)

Strong box taken at Dallin

Personnel

Mrs. Yood presented the name of Mrs. Faith Wyse to replace Miss Patricia Green, a Reader's Adviser in the Circulation Department. Mrs. Wyse is a graduate of Goshen College, Goshen, Indiana, and is interested in earning a degree in LS. She was hired at the yearly rate of $5896 (LS 1 Max.) with the understanding that she will be advanced another step as soon as she completes one course at Simmons.

Faith Wyse to replace Patricia Green

Mrs. Lois Bennet, a graduate of Meredith College, Raleigh, North Carolina with an added BD degree from Harvard, one year's teaching experience in the Haver de Grace High School in Maryland and two years with the Enoch Pratt Library of Baltimore, has been hired to replace Mrs. Ann Keeter who is leaving for maternity reasons. Mrs. Bennet will be assigned to the Peirce School and will be on the School Department payroll.

Lois Bennet hired to replace Ann Keeter

Friends of the Library

Mr. Callahan reported that he had been in contact with Miss Hodges and that plans for the Friends meeting scheduled for January 19 are progressing.

Other Business

Mr. Callahan proposed that the library be closed at noon on Saturday, December 30. The trustees voted that the librarian present the recommendation to the Town Manager.

Closing of lirary Dec. 30

Next Meeting

The next regular meeting was scheduled for January 9, 1968 at 7:30 o'clock.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 15, 1967

The trustees met in special session in the Town Manager's office on Friday afternoon, December 15, at 2 o'clock. Those present were Town Manager Marquis, Board Chairman Hoyt, Trustees Callahan, Thompson, Washburn, and Yood, Architects Richmond and Lane, Building Superintendent Quattrocchi, and the Librarian, Judith E. Stromdahl.

After a few preliminary remarks by the Chairman, it was agreed to review the recommendations contained in the Proposed Revisions, Additions and Alterations previously submitted by the architects. (Copy attached)

Comments on the various items included the following:

Comments on items - East Branch additions etc.

Item #1 - Existing exterior brick work could be painted white.

Item #2 - Common brick could be secured at a cost of $45-$50 per M.

Item #5 - Thermo-pane windows are not necessary. Regular plate glass is just as satisfactory.

Item #6 - Omission of clerestory in the ceiling over the adult area will lower the height of the room and its attractiveness.

In Item #20 - There was general agreement that the skylight over the foyer should be retained.

The trustees were unanimous in their rejection of items #7, #10, #25.

Discussion re: construction

Questions regarding drywall construction, pumice block walls, wood joist construction, etc. were posed and pros and cons of various building materials and their uses were discussed.

Bids analyzed.

Mr. Richmond reported that he had consulted with a contractor friend who analyzed the bids which had been submitted. This contractor would give no estimate of what the building could be built for; prices are in a state of flux, as for example steel with another round of wage increases due in May. He did agree that the lowest bids were quite realistic. It became evident that the funds available were definitely not sufficient for the building program. No decision or course of action could be reached until the trustees had time to study the matter, and the architects agreed to wait to hear from them.

After the architects had left, the pros and cons of proceeding with the project were discussed. It was finally decided that Mrs. Thompson and Mr. Hoyt

should contact members of the East Arlington group which had demonstrated interest in enlarged library facilities at East to acquaint them with the situation; and publicity should be sent to the newspapers.

It was agreed that a decision should be reached at the January Board Meeting whether to request funds from the Town to enable construction to proceed.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 15, 1968

The Board of Library Trustees met for its monthly meeting on Monday afternoon, January 15, 1968, at three o'clock in the Historical Room. The Town Manager, Donald Marquis, and Supervisor of Building Maintenance, Anthony Quattrocchi, were present in addition to the Trustees, Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn and the Librarian, Judith E. Stromdahl.

Funds for East Branch

As the Town Manager's time was limited and the trustees were anxious to have him present during the discussion, the matter of the East Branch became the first order of business. Mr. Hoyt briefly stated the question, i.e. "Should the trustees go to Town Meeting with a request for funds for the addition to the East Branch?" He also posed the question "Are the trustees convinced of the need for this addition?" The answer to this last question was in the affirmative.

Group in East Arlington re: East Branch addition

Mrs. Thompson reported that she had talked with Mrs. Nancy Pellegrini who, as the leader of a group in East Arlington including a number of representatives from the Hardy and Crosby PTA's, had approached the trustees some three years ago requesting more adequate library service in East Arlington. Mrs. Thompson apprised her of the present crises, quoting the bids, etc. and asked her if the people of East Arlington still felt that an addition was needed and were still interested in supporting enlarged library facilities. According to Mrs. Thompson, Mrs. Pellegrini called her after the Christmas holidays, and told her that she had talked with a number of people including Mr. Remmert of the Finance Committee. Mrs. Pellegrini assured Mrs. Thompson that the interest was still strong, adding that the committee would be glad to get together with the trustees and help them in any way possible.

Mr. Hoyt reported that he, too, had talked with a number of people in East Arlington. The comment he received was "Why has it taken you so long to build?" and "What is to be gained by waiting? Prices will keep going up." It was also suggested that perhaps the addition should be financed through a bond issue.

Article in warrant requesting func

It was the unanimous opinion of the members of the Board that, on the basis of the need for enlarged library facilities at East, "the trustees would be derelict if they did not put an Article in the warrant." The Board then voted unanimously to enter an Article in the warrant requesting funds for the addition.

Mr. Hoyt read the draft of an Article which Mr. Purcell, Town Counsel,

had prepared at Mr. Hoyt's request, in case the above action was taken. After some discussion it was voted that Mr. Hoyt should discuss changes in the wording of the Article with Mr. Purcell. It was suggested, for example, that the Article should mention that the appropriation requested was to supplement the bequest from Edith M. Fox. It was also questioned whether the word "additions" was needed since only one addition was contemplated. Similarly, why should "lighting" be mentioned and not other facilities?

Changes in wording of Article

The next item to be discussed was that of the Architects. Again Mr. Hoyt posed the questions:

1. Should the present architects be retained? Approximately $12,000 has been already encumbered. If the architects are not retained, action will have to be postponed - new plans drawn, etc.
2. If plans are suspended for a period, renegotiation with the architects will be necessary.
3. If architects are to be retained, when should the plans be put out to bid?

Retaining of Architects

Following the ensuing discussion, Mr. Washburn moved "That the architects be requested to meet with the trustees and asked to continue with the project, making any changes in the plans decided upon by the trustees at no extra charge." It was so voted.

Mr. Marquis advised the trustees to put the specifications out to bid in February so that a definite figure could be quoted at Town Meeting.

Mr. Quattrocchi pointed out that considerable savings could be made in several areas. He was asked to attend the next meeting with the architects when the bids will again be discussed. At this meeting the additional amount of money needed, changes desired in the plans, and changes in specifications (time allowed for building, penalty clause, etc.) will be determined.

Discussion of bids

Contacted by telephone, Mr. Lane agreed to attend a special meeting of the trustees on Tuesday morning, January 23, at nine o'clock at the library.

The Town Manager also raised the question of the need for the addition, adding that he himself would appreciate evidence supporting this need. It was decided that a brochure of some kind should be prepared to be distributed to Town Meeting members, Friends, etc.

It was also decided to have Mr. Hoyt brief the Friends of the Library at their meeting on January 19 and give them opportunity to ask questions if they so wished.

The East Branch disposed of, the trustees turned their attention to other matters.

Building and Grounds

Mr. Washburn reported that the outside hydraulic elevator well fills up with water. The Fire Department personnel has pumped the water out on occasion but has told the custodians that it will be impossible for them to do so again.

Well fills up with water

A dry well or connection with the sewer drain was recommended. Mr. Washburn suggested the possibility of a sump pump. Mr. Quattrocchi has been requested to look into the matter.

Dry wel
recom-
mended

Mr. Washburn also reported that Mr. Quattrocchi had been asked to see if the stairs leading to the basement area could be covered with treads to make them safer.

Treads
for
stairs

In conclusion, Mr. Washburn spoke of the matter of additional railings for the front stairs. This matter had been referred to the trustees by the Selectmen who had been approached by one Eileen M. Verney of 56 School Street, who requested "that an investigation be made of the feasibility of extending the railings to the ends of both stairways and the possibility of the installation of automatic doors" to make it easier for "handicapped people of Arlington" to use the Robbins Library.

Rail-
ings fo
front
stairs

It was recommended that Mr. Washburn investigate the possibility of adding railings on the center areaway of the front stairs.

The Librarian was also instructed to acknowledge the letter and suggest that Miss Verney use the East Branch and, at the same time, offer to send to the Branch from the Main Library any or all such material as Miss Verney needs which cannot be supplied by the Branch.

Friends of the Library

Mr. Callahan briefed the trustees on the progress made in regard to the National Library Week program. No ticket chairman has yet been found but several prospects were mentioned. Mrs. Schreiter has agreed to act as Chairman of Hospitality. Mr. Callahan asked if it were the wish of the trustees to precede the program with a dinner; it was so voted. Mrs. Thompson is to check with the Winchester Country Club to see if the ongoing renovations at the Club will be completed by April and, if so, make reservations.

NLW
program

Mr. Callahan also reported that arrangements were in order for the Friends meeting to be held on January 19, 1968.

Personnel

Mrs. Yood read a letter of resignation from Fred Dooe, Head of Circulation, who has accepted a position as Director of the Foxboro Public Library at a minimum salary of $8,000 with a maximum of $11,000. Mr. Dooe's resignation becomes effective March 30, 1968.

Letter of
resigna-
tion from
F. Dooe

Mrs. Yood also reported that Barbara Anderson Husbands had been hired as a part-time librarian for the Parmenter School at the rate of LS2, Step 2. Mrs. Husbands was a temporary employee of the Robbins Library in the spring of 1965 serving at the Hardy School. Her experience includes work in the children's room and branch of the St. Paul, Minnesota Public Library, and in 1967 she worked for the Colorado Springs County Library, serving in the Main Library and on the Bookmobile. She has her Massachusetts teacher's certificate and is working for her MLS at Simmons.

Barbara
Husbands
hired

The trustees confirmed her appointment.

The trustees also directed the Librarian to write a letter to Mr. Dooe expressing their real regret at his leaving, and wishing him success in his new position.

Salary Committee

Mr. Hoyt announced that the Personnel Board had decided to "take no action" on the request to reclassify the Librarian.

Reclassifying the Librarian

Main Library

The following names were proposed for an informal committee to study possible plans for the expansion of the main building.

Names presented for committee re: expansion of main bldg

Lewis Beaumont - Gray Street - Recommended by Mr. Washburn
Alfred C. Bridges - Oakland Avenue - Recommended by Mr. Washburn
James Walsh - 31 Lawrence Avenue, Newton - Recommended by Mr. Callahan
Richard Mullin - 21 Hutchinson Road - Recommended by Mrs. Thompson
Harold Knight - 33 Walnut Street - Recommended by Mrs. Yood
Frank Lincoln - 23 Linden Street - Recommended by Mr. Hoyt

It was decided that each trustee should contact these people personally and a letter should follow inviting those who wish to serve to a meeting.

Other Business

Amnesty approved

An amnesty in which books may be returned with no questions asked was suggested and given hearty approval by the trustees. Details are to be worked out by the library staff.

Renaming of East Branch

A letter from Robert M. Boyd suggesting that the East Branch be renamed for William A. Muller was brought to the attention of the trustees. The Librarian was directed to answer the letter informing Mr. Boyd that no action has yet been taken on this matter.

Replacing of Docustat machine

The question of replacing the Docustat copying machine with Copier was discussed. It was agreed that the Librarian should consult the Town Manager and be guided by his decision.

The date for the next regular meeting was set for Tuesday, February 13, at 7:30 p.m.

The meeting adjourned shortly after six o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

ARTICLE _____. To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Trustees of Robbins Library for the purpose of erecting an addition, or additions, to the East Arlington Branch of the Robbins Library, and to provide for other alterations and improvements to and remodeling, modernization and reconstruction of said East Arlington Branch of the Robbins Library, including the cost of lighting for said addition and other facilities for both the present building and the proposed addition; determine in what manner the money shall be raised; or take any action relating to any or all of the foregoing.

(Inserted at the request of the Trustees of Robbins Library)

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 23, 1968

The trustees met in special session on Tuesday morning, January 23, at 9 o'clock in the Library Hall. Trustees Hoyt, Thompson, Washburn and Yood were present. Also present were the Town Manager, Architects Lane and Richmond, Mr. Quattrocchi, and the Librarian.

Mr. Hoyt opened the meeting with a few introductory remarks which were followed by a statement from Mr. Washburn, Chairman of the Building Committee, to the effect that the trustees and the Town Manager felt that the wisest course to pursue under existing conditions was to continue with the same architects and plans for the East Branch. He also noted that time was of essence making it imperative that the specifications be put out to bid again as soon as possible.

Continue with same architects at East Branch

Mr. Hoyt commented that he assumed that the architects' offer to cooperate in every way possible and to incorporate such changes, if any, that the trustees wished to make, still held. Mr. Richmond assured the trustees that he was at their service, saying that he was anxious to straighten out a difficult situation and appreciated the opportunity to do so.

Architects' offer to cooperate

Architects' Fees

Architects' fees were discussed. Mr. Richmond offered to divide the difference of additional fees above the original fees based on a building of $150,000. This was satisfactory to the trustees and the Town Manager, but it was suggested that the Town Counsel's approval should also be sought.

Architects' fees

Bids

It was agreed that bids should be secured by March 15 at the latest so that the actual cost of the building would be available for Town Meeting purposes.

Bids secured by March 15

Clerk of Works

The need for a clerk of works was discussed. Although the architects volunteered the information that they would supervise the job at least once or twice a week, Mr. Marquis felt that this would not take care of the obligation to the town. It was finally agreed that a clerk of the works should be hired for a minimum of 4 hours a day, and Mr. Marquis agreed to assist in securing a clerk. Payment would probably be at the weekly rate of $200-$250 for a full time clerk.

Need for Clerk of Works

Penalty Clause

Mr. Marquis stated that he had not changed his position on the issue of whether or not a penalty clause should be included in the specifications. He still favored its inclusion. He also stated that he felt the library, which the trustees have agreed should be closed during the entire building period, should not have to be closed more than 8 or 9 months at the most.

Penalty clause favored

Doors

It was decided that the cost of the construction of the doors in the stores should be included in the base contract and not treated as an alternate.

Cost of doors in stores included in base contract

Plans

It was voted to use the original plans without making any of the proposed changes suggested by the architects in an effort to lower the costs. Specifications are to go out to bid the week of February 5, sub bids to be opened on March 7 at 4 p.m., and the general bids on March 14, 1968 at 4 p.m. in the Hearing Room of Town Hall.

Use of original plans

Next Meeting

After the architects and the Town Manager had left, the trustees agreed that the two areas in which agreement was necessary were the Penalty Clause and the Time Element. These would be discussed at the next meeting of the full board. The Librarian was requested to try for Tuesday, January 30, or February 6, for such a meeting.

Penalty clause and time element to be discussed

Voted: To release the architects' bill of November 7, 1967 in the amount of $2,452.50, held up in the Treasurer's office, for payment.

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 30, 1968

The trustees met in special session on Tuesday evening, January 30, 1968, at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl. Chairman Hoyt presided.

The secretary's reports for December 8, 1967, December 15, 1967, and January 15, 1968 were accepted as prepared.

Mr. Hoyt called attention to the vote on page 2 of the minutes of January 15, 1968 in which he was directed to discuss the wording of the proposed article requesting an appropriation for the East Branch with Mr. Purcell. Mr. Hoyt reported that the Town Counsel felt the wording should remain as originally prepared and, therefore, Mr. Hoyt submitted it without change to the Board of Selectmen for inclusion in the warrant.

Wording for appropriation for East Branch

Correspondence

Correspondence consisted of the following:

A letter from Richard A. Kraus, President of the Arlington Citizens for Democratic Reform, requesting the use of the Library Hall.

Re: Letter from Mr. Kraus

Copy of a letter to the Town Treasurer, Mr. Coughlin, from Paul A. Cameron, Vice President and Treasurer of the Arlington Five Cents Savings Bank, enclosing a check in the amount of $2,557.00 for the Robbins Library from the Elbridge Farmer Fund for the year 1967.

Copy of letter to Town Treasurer from Five Cents Savings Bank

A communication from Burton R. Fox, Manager, Commercial Division, Emerson Rug Company, asking for the opportunity to bid on carpeting needs for the East Arlington Branch.

Letter from Emerson Rug Co.

Action taken on correspondence:

Voted: To grant the Arlington Citizens for Democratic Reform permission to use the Library Hall

East Branch

The "Memorandum of Understanding" submitted by the architects, Richmond

and Goldberg, was discussed at length. The words "subject to the approval of the Town Meeting" were proposed to be added after the word library, line 2. It was finally voted to have Mr. Hoyt contact the Town Counsel to see if the wording of the memorandum incorporates the intent of the agreement between trustees and architects in relation to the architect's fees.

Architect's fees

The question of the penalty clause and the time limit for construction were the next items to be discussed and resulted in the following votes:

Voted: that a penalty clause should be included in the invitation to bid.

Voted: that the time limit for construction should be set at ten months.

Voted: that the amount of penalty should be $50 per day.

Votes re: penalty clause and time limit for construction

Amnesty Week

Voted: to designate National Library Week in April as a week in which Arlington library patrons may return long overdue and uncharged books without payment of fines.

Return of overdue books

Friends of Library

The Friends of the Library meeting, held on January 19, 1968, was reviewed briefly. Satisfaction was expressed with attendance, speaker and the interest shown in the East Branch Library program by those present from East Arlington.

F.of L. meeting

It was reported that Mrs. Gustaff is considering the ticket chairmanship for National Library Week.

Information Sheet

Mrs. Thompson presented publicity material which she and Mrs. John J. Gearin had prepared for distribution by the PTA group interested in promoting the East Branch addition.

After some discussion, it was decided that this material should be used for general distribution but should not be sent to Town Meeting members. Special material will be prepared and sent to the latter.

Publicity material for East Branch addition

Building and Grounds

Mr. Washburn reported that Mr. Quattrocchi hopes to purchase a pump which can be borrowed by the library custodians when necessary to clear the outside elevator well of water. Mr. Washburn also spoke of the stair treads recommended by Mr. Quattrocchi.

pump for elevator wall

Voted: to instruct Mr. Quattrocchi to proceed to have treads put on the stairs to the basement at a cost of $195.00.

Treads for stair

and Goldberg, was discussed at length. The words "subject to the approval of the Town Meeting" were proposed to be added after the word library, item 2. It was finally voted to have Mr. Hoyt contact the Town Counsel to see if the wording of the amendment incorporates the intent of the agreement between trustees and architects in relation to the architect's fees.

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Amnesty Week

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The Friends of the Library meeting, held on January 19, 1966, was reviewed briefly. Satisfaction was expressed with attendance, speaker and the interest shown in the East Branch Library program by those present from East Arlington.

It was reported that Mrs. Gustoff is considering the [illegible] chairmanship for National Library Week.

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Mrs. Thompson presented publicity material which she and Mrs. John J. Guerin had prepared for distribution by the PTA group interested in promoting the East Branch addition.

After some discussion, it was decided that this material should be used for general distribution but should not be sent to Town Meeting members. Special material will be prepared and sent to the latter.

Building and Grounds

Mr. Washburn reported that Mr. Quattrocchi hopes to purchase a pump which can be borrowed by the library custodians when necessary to clear the outside elevator well of water. Mr. Washburn also spoke of the stair treads recommended by Mr. Quattrocchi.

Voted: to instruct Mr. Quattrocchi to proceed to have treads put on the stairs to the basement at a cost of $195.00.

Total Cost of Building

Some time was spent in determining how much money will be needed for the branch construction and the sum which will have to be requested from the Finance Committee. (It is hoped the exact amount of the cost will be available for Town Meeting.) The following estimates were decided upon:

Estimates for East Branch

Building construction	$300,000
Land taking	10,000
Architect's fees	13,000
Advertising and printing	700
Clerk of Works	6,000
Total	$329,700

Subtracting the available amount now in the Edith M. Fox Fund, it was decided to request the Town Meeting for $200,000.

Miscellaneous

Gift subscription presented

The librarian reported that a Mr. William E. Hatch of 10 Irving Street, Somerville, (Box 26, Arlington P. O.) has presented the library with a gift subscription to "Civil Engineering."

Use of Library Hall

A Mrs. Lester Barrett of 16 Cleveland Street, Arlington, had requested the use of the Robbins Library Hall for the Framingham Minuteman Club (membership has many Arlington teachers) for March 7, 1968. The Librarian was directed to have this club submit a copy of its constitution and/or bylaws for the trustees to examine before permission is granted.

The date for the next meeting was set for February 20, 1968.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

FEBRUARY 6, 1968

Special meeting - Finance Committee

The Board of Library Trustees met in special session with the Town Manager and the Library sub committee of the Finance Committee on Tuesday evening, February 6, 1968 at eight o'clock in the Historical Room of the Library. Present were trustees Callahan, Hoyt, Thompson, Washburn and Yood, Town Manager Marquis, Finance Committeemen Gilbert Dillon and Irving Stein and the Librarian, Judith E. Stromdahl.

Budget discussion School libr. transferred to School Dept budget by Town Man.

Mr. Dillon, Chairman of the sub committee, led the budget discussion beginning with personal services. Considerable time was spent discussing the school librarians who had been transferred from the Library Budget to the School Budget by the Town Manager. The request for a children's librarian for the East Branch for six months was questionned and the trustees agreed that under the prevailing conditions this request could be cut to three months. When the question of "pages" arose, the Town Manager said this inexpensive source of help made sense, instead of using the salaried people for putting away books, etc.

few changes

Expenses and capital outlay were briefly reviewed. In conclusion, Mr. Dillon said he felt that there were few changes which could be made in the budget as presented and complimented Mr. Marquis on his recommendations.

Printing of new spec.

After the sub committee had left, Mr. Thomas Lane, one of the architects, joined the meeting. The quest of having new specifications printed instead of an addendum inserted in the original specifications was discussed at length. The trustees felt that new specifications should be printed and Mr. Lane agreed to contact the printer and have new ones printed if time allowed.

Payment of plans

The question of whose responsibility it is to pay for reproduction of the contract plans and specifications was also raised. Mr. Marquis expressed his opinion, to wit, that the architects should absorb this expense. Mr. Lane agreed to consult with Mr. Richmond in this regard and Mr. Richmond would discuss the matter with Mr. Washburn as building chairman.

Change in addendum

The trustees also stated that they had requested Mr. Purcell to make changes for purposes of clarification in the statement which Mr. Richmond had prepared as an addendum to the contract re the architects fees and other matters.

The date of the next meeting was set for February 19, at 7:15. At 9:15 the meeting will adjourn to the Hearing Room at Town Hall for a meeting with the Finance Committee in re to the article submitted by the trustees for the Town Warrant.

Special
meeting
in re to
Article.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

February 19, 1968

The Board of Library Trustees met on Monday evening, February 19, 1968, at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl.

The minutes of the previous meeting were accepted as presented.

Correspondence

Correspondence consisted of a communication from the Bureau of Library Extension notifying the trustees that the Robbins Library had met "all the requirements of the law itself and the minimum standards promulgated by the Board of Library Commissioners for participation in the grant program," and stating that Arlington "had been certified for a 1968 State grant of $12,488.25."

Letter from Mr. Richmond

A copy of a letter to the Chairman, Norris Hoyt, from Isidor Richmond dated February 9, 1968, regarding the reproductions of the contract plans and specifications, was given to each trustee.

National Library Week

Mr. Callahan gave a report of progress including the following items:

Charge of tickets

Mrs. Albert J. Gustaff and Mrs. Philibert Pellegrini with the help of Mrs. Arthur Saul, Jr. and Mrs. Joseph Greeley will take charge of the tickets. Mrs. Blanche Fullerton and Mrs. Nancy Norberg are also going to be approached to help with the ticket distribution.

Requests for support

Mr. Callahan plans to visit the various clubs and organizations to make personal requests for support of this library program.

Committee chairmen

He reported that all the committee chairmen had been secured. These included Program, Publicity, Poster Distribution, Stage Arrangements, Reception, etc. Mr. Callahan also reported that the speaker, Mr. Poston, did not wish to attend a dinner before the program but would attend the reception following the meeting.

Dinner at Winchester Country Club

This announcement opened a short discussion as to whether the trustees should proceed with a dinner to be held at the Winchester Country Club, if possible. The trustees decided to have the dinner and to invite Mr. Kenneth Shaffer, who is to be asked to give the five minute "Library Commercial," as their guest. Mr. and Mrs. Donald Marquis are also to be invited.

A further discussion as to possible changes in the format of the evening (platform, guests, etc) ensued, but it was the opinion of the majority of the board members that the usual procedure should be followed.

no change in format

East Branch

Mrs. Thompson presented the information flyers (one sheet of facts and one of sketches) which her committee had prepared for distribution to acquaint the citizens of East Arlington with the facts about the East Branch and the need for its expansion. She reported that the material was to be given to every child at the Crosby, Hardy and Thompson Schools to take home to parents.

flyers for school distribution

Mrs. Thompson had also been in contact with Mr. Lane and approved the sketches he had made to be sent to Town Meeting members together with the same information sheet to be issued to the boys and girls. He is to have 500 of the sketches printed. Mrs. Pellegrini is to be asked if she wishes to use the copy for a newspaper story.

sketches made by Mr. Lane

Mr. Washburn, Chairman of the Building Committee, reported that the printer had agreed to reprint the specifications, that Mr. Richmond had agreed to assume one half of the cost of the printing of the original specifications, and would expect the Robbins Library to assume all costs for reproduction of future specifications. Copies of Mr. Richmond's letter to this effect have been sent to the Town Manager who feels that the architect should bear all such costs, and to the Town Counsel for his interpretation of Article 7-7:1 of the contract.

re-printing of specifications

Voted: that Mr. Washburn shall be empowered to act for the Board in this matter if any action must be taken upon advice of Town Counsel and/or Town Manager.

Mr. Washburn to act for Board

Personnel

Mrs. Yood presented the name of Mrs. Esther Steffens for confirmation as acting Children's Librarian to replace Miss Sidney Long who resigned last fall. Mrs. Steffens is a graduate of Marietta College, worked as a secretary at Houghton Mifflin for two years, was assistant Children's Book Editor at Houghton Mifflin for one year, and worked as a Children's Librarian at the Enoch Pratt Public Library of Baltimore for one and one half years. She is presently studying for her Master's Degree in Library Science at Simmons College. Mrs. Steffens was hired at the yearly rate of $6132 (LS2-Step 1), to begin her duties on February 26, 1968 if her appointment is approved by the Town Manager. When Mrs. Steffens has completed a number of courses at Simmons, her work will be evaluated and, if satisfactory, she will be given the permanent rating of Children's Librarian unless she accepts a position in the elementary school libraries should an opening exist.

Mrs. Steffens

Finance Committee

Mr. Hoyt asked the Board members how they wished to proceed at the hearing before the Finance Committee later that evening, and was given a vote of confidence to proceed as he wished and to serve as spokesman for the Board.

Mr. Hoyt to serve as spokesman

Building and Grounds

Mr. Washburn reported that Mr. Kennefick had advised the Librarian that

a fireman would be needed when his men and Mr. LeBlanc, the plumber, made the necessary roof and drain repairs, as a blow torch would be used. According to the Librarian, the Town Manager agreed to alert the Fire Chief so that one of the men on duty at the time could be used for the above purpose in the hope that the library would not have to pay for this service. Bldg. and Grounds

Mr. Washburn also reported that the leak in the Young Adults Department had been located and a cost estimate for repair requested. He further stated that Mr. Capes had reported a considerable spillage of oil by the Metropolitan Oil Company when delivering oil on or about January 20 causing damage to the lawn in the area around the filler pipe. Bldg. and Grounds

The date of the next meeting was set for Monday, March 11, 1968, at 7:30.

The meeting adjourned at 9:05, and the members and the Librarian proceeded to the Hearing Room at Town Hall for a meeting with the Finance Committee. Meeting with Finance Com.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 11, 1968

The trustees met for their regular monthly meeting on Monday evening, March 11, 1968 in the Historical Room at 7:30 with Messrs. Callahan, Hoyt, and Washburn, Mesdames Thompson and Yood and the librarian present.

The minutes of the previous meeting were accepted as prepared and distributed.

Correspondence consisted of several communications from the Emerson Rug Company which is interested in bidding on the carpeting for the East Branch and a letter from the Board of Selectmen in regard to the new arrangements for the swearing-in ceremonies for Town officers.

Correspondence

Friends of Library

Mr. Callahan gave a report on his efforts to secure a replacement for Tom Poston whose engagement here in Arlington has been cancelled by the agency which is dropping him from its list. Mr. Callahan mentioned his telephone contacts with ABC and NBC. At the latter network he was in touch with the Program Director, Mr. Speigelstein who referred him to his assistant, Mr. Loeb. Contact with Celebrities, Inc., an agency which handles internationally known people who come to New York and which has NBC as one of its clients, was made by Mr. Loeb. Because of the emergency Mr. Loeb extended the Robbins Library the courtesy of using this agency. Miss Hull, the agency contact,advised Mr. Callahan that Mr. Nader was an excellent choice for a speaker and a "big bargain" at the price quoted.

replacement speaker

Mr. Callahan mentioned a number of other program possibilities recommended by the various agencies and after some discussion the choice was narrowed down to two, Ralph Nader (American Program Bureau, $1250) and Malcolm Muggeridge (Colston Leigh, $1000). Mr. Callahan is to contact Miss Hodges who will check to see if either is available for the April 25 program.

Malcolm Muggeridge

It was suggested that a large ad be placed in the local papers on the front page noting the change of speaker, and it was also decided to send notices of the change to all the Friends.

large ad local papers

Mrs. Yood reported that Mr. Kenneth Shaffer of Simmons could not "do the library commercial" and it was agreed that Mrs. Genevieve Galick of the Bureau of Library Extension be asked.

library commercial

Personnel

Mrs. Yood presented the name of Mrs. Gwendolyn Wright of 11 Peabody Terrace, Cambridge for appointment as a school librarian to replace Mrs. Dee Anne Kimmel who is resigning as of June 30 as she and her husband are leaving New England. Mrs. Wright is a graduate of the University of

Mrs. Wright to replace Mrs. Kimmel

Rochester and will receive her Master's Degree in Library Science from Simmons in June of this year. The trustees voted to recommend her appointment to Mr. Bert Roens, Superintendent of Schools, as she will be on the school payroll.

There was a discussion of the vacancy caused by Fred Dooe's resignation and the qualifications needed for the position of Head of Circulation. No decision has been reached on an appointment.

Mrs. Thompson read a covering letter which is to be included with the material to be sent to the Town Meeting Members and Mr. Hoyt presented the sheet (or sheets) of figures which are also to be given to the Town Meeting Members. Mr. Hoyt suggested that the Board of Trustees meet on Thursday, March 14, directly after the opening of the general bids to determine the exact amount of money which will be needed for the branch library. This information will then be given to Mr. Remmert, Chairman of the Finance Committee to be included in the substitute motion at Town Meeting. Mr. Hoyt mentioned two items which he wishes to discuss with Mr. Remmert, namely, the $7250 for the land taking which perhaps should be omitted from the estimated costs and a possible contingency of 5% which he would like to include.

material for Town Meeting members

land taking

The trustees approved both the letter and the figures as presented.

Mr. Hoyt reported that Mr. Joseph Sliney, Secretary to the Finance Committee, had confirmed the action of the Finance Committee in approving the $200,000 Warrant Article request submitted by the trustees saying that the Finance Committee was recommending $20,000 on the tax rate, the balance on loans not to exceed 5 years.

confirmation of Warrant by Finance Committee

In order that there be no misunderstanding, in relation to the use of the Edith M. Fox bequest, it was unanimously voted:

"That if Article 57 of the 1968 Town Warrant providing for town funds for the renovation and addition to the East Branch Library is approved, that all monies already received and unexpended and all further monies received by the trustees from the Edith M. Fox Estate be applied to the cost of said renovation and addition."

use of Edith M. Fox bequest

It was decided that if there are no questions after Mr. Remmert has made his short explanation when Article 57 comes to the Town Meeting for consideration, that no further presentation will be made. If, however, questions of need for this addition are posed, Mr. Hoyt will ask the Town Meeting to extend the courtesy of speaking to Mrs. Nancy Pellegrini, a non-town meeting member. As both Mr. Hoyt and Mrs. Thompson are Town Meeting members, they can take care of any questions relative to the financing of the project. Mrs. Thompson is to ask Mrs. Pellegrini to be prepared to speak if necessary.

Mrs. Nancy Pellegrini, non-town meeting member to speak, if necessary

There was some little discussion as to the naming of the Branch, whether it must be done by vote of Town Meeting or merely by vote of the Trustees. Mr. Hoyt is to consult the Town Counsel on this matter. There was no doubt, however, in the minds of the trustees but that the Branch should be named for Miss Edith M. Fox.

naming of the East Branch

School Librarians

Mr. Hoyt informed the trustees that the school librarians had been put back into the library budget by the Finance Committee.

school libr.
put back on
library
budget

Next Meeting

If Article 57 has been passed, a special meeting of the Board will be held on March 26 at the Library at 7:30 p.m.

The next regular meeting is scheduled for Tuesday, April 9, 1968 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 14, 1968

Bids submitted by the general contractors for the East Branch were opened at 4 o'clock on Thursday afternoon, March 14, 1968, in the Hearing Room of Town Hall by the Chairman, Norris Hoyt, in the presence of Trustees Callahan, Thompson, Washburn and Yood. Also present were Town Manager Marquis, Town Counsel Purcell, Architects Richmond and Lane, the Librarian, and a group of bidders or their representatives.

bids opened

The following bids were received:

Petruccelli - 41 Chester Street, Lynn	$253,700
Griecci Construction Company - Arlington	276,110
Alfred Johnson and Son, Inc. - Winchester	302.067

Immediately following the opening of the bids, the trustees and architects met in special session to work out necessary agreements in regard to fees, reproduction of plans and specifications, revised costs for the Town Warrant, etc., provided the Town Meeting approves the request for money to proceed with the construction of the East Branch.

work out necessary agreements

The following agreements were reached.

Architects' Fees

1. The regular fee, according to the contract of November 1966, of 10.9% on the first $150,000 of construction $16,350.00

regular fee

2. One half of excess fee for construction costs over $150,000 (previously agreed upon) at the rate of 10.6% (based on schedule of fees, Massachusetts Chapter, American Institute of Architects, lowest bid, $253,700) 5,271.10

$21,621.10

one half of excess fee

As the trustees have paid Richmond and Goldberg, $12,262.50 to date, a balance of $9,358.60 will be due if construction proceeds as planned.

balance due Architects

Reproduction of Plans and Specificiations

As previously agreed in a letter to the trustees dated February 9, 1968, Richmond and Goldberg will assume one half of the cost ($433.81) for the reproduction of the original contract plans and specifications put out for bid in November 1967. Cost of reproduction of specifications for the second contract bid, opened on March 14, 1968, is to be assumed solely by the Trustees

architects assume one half cost Nov., 1967 contract plans

Cost for
second contract bid
assumed by Trustees

As the invoice dated January 31, 1968 from Richmond and Goldberg in the amount of $351.62 for the printing of the blueprints has not yet been paid, it was agreed that this sum should be subtracted from the $433.81 previously mentioned. A balance of $82.19 due the library trustees is to be shown as a credit on the next billing by Richmond and Goldberg.

printing
of blue-
prints
should be
subtracted from 433.81

Revised Figures for Article 57

With definite figures now available, the trustees revised the sum requested from the Town from $200,000 to $158,000. Mr. Hoyt is to clear these figures with Mr. Remmert, complete the statistical sheet to be sent to all Town Meeting members and give it to the Librarian for duplication and mailing.

figure
revised
to $158,000

The meeting adjourned shortly after five o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

March 15, 1968

Isidor Richmond and Carney Goldberg
30 Newbury Street
Boston, Massachusetts 02116

Dear Mr. Richmond:

I should like to summarize the agreements reached yesterday between you and the Trustees of the Robbins Library at our meeting in the Arlington Town Hall following the opening of bids for the East Branch Library.

Architects' Fees

If construction of the East Branch Library proceeds as planned (subject to approval of the Town Meeting), the total architects' fee for the project will be $21,621.10.

This sum is arrived at as follows:

(1) Regular fee (according to contract of November 1966) of 10.9% on first $150,000 of construction	$16,350.00
(2) One half of excess fee for construction costs over $150,000, as agreed on previously and recorded in your "Memorandum of Understanding" dated January 25, 1968. (Rate of 10.6%, based on Schedule of Fees of Massachusetts Chapter, American Institute of Architects, lowest bid: $253,700.)	5,271.10
	$21,621.10

Since the Trustees of the Robbins Library have paid Richmond and Goldberg $12,262.50 to date, the remaining architects' fee to be paid, if construction proceeds as planned, is $9,358.60.

Reproduction of Plans and Specifications

In accordance with your letter of February 9, 1968 addressed to me and the Trustees of the Robbins Library, Richmond and Goldberg will assume one half of the cost for the reproduction of the original

contract plans and specifications which were prepared when the project was first put out for bid in November 1967. As stated in your letter, the cost to be assumed by Richmond and Goldberg for this work is $433.81.

Since the invoice dated January 31, 1968 from Richmond and Goldberg to the Trustees of the Robbins Library in the amount of $351.62 for the printing of the blueprints has not been paid, this sum should be subtracted from the $433.81 which Richmond and Goldberg have agreed to pay. This leaves a balance of $82.19 due the Trustees of the Robbins Library in accordance with the agreed on arrangement.

We recommend that this sum be shown as a credit on the next billing by Richmond and Goldberg to the Trustees of the Robbins Library.

It is understood and agreed, as stated in your letter of February 9, 1968, that the cost of reproduction of specifications for the second contract bid (bids opened on March 14, 1968) will be borne entirely by the Trustees of the Robbins Library.

If we have summarized faithfully the arrangements agreed on, will you sign and return to me the copy of this letter which is attached, thus indicating your approval of the agreements.

Sincerely,

Morris H. Hoyt, Chairman
Trustees of the Robbins Library

NHH/mh

Approved ______________________

Dated ______________________

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 9, 1968

The Board of Library Trustees met on Tuesday evening, April 9, 1968 in the Historical Room at 7:30. Trustees Callahan, Hoyt, Thompson and Washburn, the Librarian, Judith E. Stromdahl, the Town Manager, Donald R. Marquis and the Architect, Tom Lane were present.

The minutes of the March 11, 1968 and March 14, 1968 meetings were accepted as prepared and distributed.

The first item on the agenda was the signing of the contract for the East Branch. Before signing, however, the contractor and his standing in the building trades were discussed at some length. According to Mr. Lane, who had checked with a number of sources including Bedar Alpers, John Milo, and the Dodge Reports, the Petruccelli Company comes well recommended. Financially sound and respected by sub-contractors, the company accepts jobs under the $1,000,000 limit. The one criticism which had been reported inferred that the company was sometimes slow in completing a job.

Contractor's standing in building trades

Mrs. Thompson felt that some of the previous work done by the Petruccelli Company should be checked for quality and owner satisfaction and Mr. Lane agreed to do some further checking.

previous work to be checked

The Town Manager requested Mr. Lane to give the trustees in writing a recommendation of this firm including a statement as to past work performance. Mr. Lane agreed to submit such a letter.

recommendation in writing

These details having been discussed, Mr. Callahan moved that the trustees should "proceed with the lowest bidder, Petruccelli Construction Company, to construct the East Branch Library addition at a cost of $253,700." This motion was duly seconded and unanimously voted and the contract was signed by those present. Mr. Centola, President of the Petruccelli Construction Company, was not present, as he had been notified by the Town Counsel to secure a corporate vote stating that he has the right to sign for the company. When this is received and the contract has been signed, the Town Counsel will add his signature, thus completing the contract.

signing of contract

Clerk of the Works

The next item to be acted upon was a Clerk of the Works, as all present had agreed that one should be retained. According to Mr. Lane, the clerk will submit daily reports to the Town Manager or the trustees, or both, if so desired, as well as to the architect. The clerk will be responsible for the faithful execution of the plans according to the specifications and must clear any changes through the architect, who will check the work in progress as often as necessary. Mr. Washburn, as the trustees' representative, will keep in close

Clerk of Works

touch with the clerk of the works at all times. Mr. Marquis agreed to help the trustees secure a qualified person. Mr. Joseph Peterson and Mr. George Greim were mentioned and will be approached by Mr. Washburn who was authorized to hire a clerk at a rate not to exceed $200 a week.

Mr. Washburn autorized to hire

Boundary Line

The site plan which was found to extend 2 feet beyond the Athens property and one foot inside his garage was discussed. On the advice of the Town Counsel, the trustees agreed that no action should be taken at the present time. The trustees also agreed that the new high fence, called for in the specifications, should be placed on the exact line of the present fence.

boundary line

new fence

Mr. Marquis reported that Mr. Athens had requested and received payment of the $7250 awarded him in the land taking. Mr. Athens still has until June 1, 1968 to file suit as he has not legally accepted the transaction.

payment to Mr. Athens

It was agreed that Messrs. Lane, Hoyt, Washburn and Marquis should meet as soon as possible with Mr. Centola to determine how Mr. Centola wishes to proceed with the work and when he wishes to start. Monday or Tuesday of the coming week in the Town Manager's office was suggested for this meeting.

Meeting with Mr. Centola

New Location for East

Mr. Washburn reported that he and the Librarian had walked up and down Massachusetts Avenue on Friday, April 5, to find out if there were any vacant stores which could be used for limited branch service during the interim period while the Branch was being renovated and enlarged.

search for vacant stores

Of the several empty stores most were unsuitable for the intended purpose. One single store, opposite the present branch location, could be rented for $135 per month from a Mr. Handy of Roslindale for any length needed, the only stipulation requirement being a two months notice.

Two stores at 112A and 114A, in the hands of P & K Realty were more suitable and were recommended by Mr. Washburn provided new toilets, and light fixtures were installed and the floors and walls painted. Rent for these two stores was quoted by Mr. Sullivan, the agent, at $75 each and the owner had agreed to let the trustees lease them for a year.

After some discussion Mr. Callahan made a motion seconded by Mrs. Thompson that Mr. Washburn be authorized to lease the two stores at 112A and 114A Massachusetts Avenue for a period of one year, the money for payment to be taken from the Farmer Fund. It was so voted.

lease 112A and 114A Mass. Ave.

Mr. Washburn was further empowered to negotiate with the owner whatever arrangements he felt were necessary to make the stores presentable. It was suggested that the present lighting and toilet fixtures at the East Branch could be used and that the Public Works Department could paint the floors and walls to make the stores presentable. It was decided to offer the owner the fixtures and have the Public Works Department men do the painting if she would furnish the paint and have the toilet and light fixtures installed. Mr. Washburn is to check with the Town Counsel as to the legality of moving the fixtures and Mr. Marquis was requested to solicit the help of the Public

to make stores presentable

Works Department through Mr. O'Hara.

Financial Arrangements

According to Mr. Lane all bills must be authorized by the architects for payment. The contractor will submit monthly requisitions to the architects who will approve and forward them to the trustees and the Town Manager for their signatures and then processed through the Town Treasurer's office until the Fox monies are gone. Then the signed bills will follow the usual procedure and go through the Accountant's office. Mr. Hoyt was authorized to consult with the Town Treasurer concerning the investment of the Fox monies when the certificates of deposit with the Merchant's National Bank become payable at the end of April.

procedure for payment of bills

Main Library Building

Mr. Hoyt suggested that the informal committee (to study enlargement of the main library building) which had been proposed at a previous meeting be asked to meet with the trustees at a special meeting on April 30 at 8:00 o'clock. The people suggested were Harold C. Knight, 33 Walnut Street, Arlington
Frank L. Lincoln, 23 Linden Street, Arlington
Richard Mullin, 21 Hutchinson Road, Arlington
Lewis Beaumont, 239 Gray Street, Arlington
Alfred C. Bridgens, 93 Oakland Avenue, Arlington
James Walsh, 31 Lawrence Avenue, Newton
to which the name of David Wallace was added. The trustees agreed to contact those recommended and if those approached accept, they are to be given a copy of the St. John's Report.

Main Library Building Committee

National Library Week

Mr. Callahan briefed the trustees on the National Library Week plans and invited them to attend a meeting at his home on Tuesday evening, April 16, at 7:30 o'clock to which all committee chairmen have been invited. Final details are to be discussed and ticket sale evaluated.

The dinner to precede the Library Program on April 25 is set for 6:00p.m. at the Winchester Country Club.

National Lib. Week committee chairman meet at Mr. Callahan's home

Amnesty Week

Mr. Washburn felt that care should be taken to have ample cartons available for book returns during this "forgiveness" week of April 21 and plans made to have the outside Book Returns checked on Sunday morning and afternoon. It was also decided that no books should be returned to the East Branch.

check book returns no books to be returned to East Branch

Furniture

Mr. Washburn reported that Mr. Morris Kaplan had met with Mrs. Yood, Mr. Washburn, and the Librarian and had examined the tables and chairs of the Reference Room.

furniture examined by Mr. Kaplan

Mr. Kaplan agreed that the trustees had a legitimate complaint and promised to take proper action.

Mr. Washburn also reported that a new line had been installed for the copying machine which had been blowing fuses.

new line installed for copying machine

The next regular meeting is scheduled for May 14 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 27, 1967

The Board of Library Trustees met in special session on Thursday evening, April 27, 1967, in the Music and Art Department at 8:30. Trustees present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Librarian, Judith E. Stromdahl. Also present were three members of the Improvement of the Civic Design Committee, of which Mrs. Fitzmaurice is Chairman. The other members present were

The meeting was called to give the members of the Civic Design Committee an opportunity to express their views on the exterior design aspects of the proposed East Branch addition. This committee, according to Mrs. Fitzmaurice, is not a town appointed group and it has no official status in the town, but it is interested in the overall appearance of the town. Its purpose is to try to improve Arlington's image, and the Committee feels it has had some success in realizing this aim.

Civic Design members given opportunity to express their views on East Branch

The Planning Board has accepted some of its recommendations as has the Conservation Commission.

Following her comments, the other two members, both architects, added their comments. They felt the exterior as presented in the architect's rendering could be improved. They were not happy about criticizing the work of another architect, but hoped the trustees would accept their suggestions in the spirit in which they were made.

Felt that exterior could be improved

In brief, although they were of two different schools of thought, the architects felt the proposed building did not tie in with neighboring buildings. They spoke of the lack of organization in the windows, expressing the opinion that there should be but one large one on Massachusetts Avenue; they felt there was no focal point to dominate the building on the Cleveland side, that the building should be of some dark material, preferably red brick. They expressed the feeling that the building should tell its own story, that it should be recognized as a library, and that perhaps an effective use of skylights could be made. The fire door should be placed on Massachusetts Avenue.

Felt that building should be recognized as a Library

A lively discussion followed, with questions and answers, comments and opinions offered by all those present.

After the committee of three had left, it was decided by majority vote of the trustees, that Mrs. Thompson should contact the architect, Mr. Richmond, and a meeting set up in which the exterior plans of the building could be further explored. Saturday morning, April 29, or Tuesday evening, May 2, were suggested for this meeting. The meeting was adjourned at 10:45 p.m.

Another meeting planned

Respectfully submitted,

Judith E. Stromdahl.
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES
April 30, 1968

The Board of Library Trustees met in special session on Tuesday evening, April 30, 1968 at 8:00 o'clock in the Historical Room of the Robbins Library. In addition to Trustees Hoyt, Callahan, Thompson, and Yood, and the Librarian, the following invited guests were also present: David Wallace, Richard Mullin, Harold Knight, Clarence Lundquist, Frank Lincoln, and Clarence Dauber, architects and engineers.

Mr. Hoyt, Chairman of the Board, opened the meeting with some introductory background remarks. He briefly sketched the growth of the library and the resultant need for additional space which led to the survey made at the request of the trustees by Francis St. John in 1966. Mr. Hoyt spoke particularly of the crowded conditions of the Young Adults' and Technical Services' Departments, and commented that the trustees were unanimously in favor of the findings of the report but were not unanimously in favor of the recommendations proposed to solve the problem. Consequently, the trustees voted to invite a small group of architects, engineers, and/or builders to sit with them, look at the problem and discuss possible means of solving it.

Need for additional space

Trustees vote to invite group

At the request of the chairman, the Librarian briefly emphasized specific areas where need of expansion was greatest after which the group was conducted on a tour of the library.

Tour of library

Returning to the Historical Room, Mr. Hoyt invited comments from the group and noted that Mr. Knight had brought a few sketches with him which he was requested to show. Those present were much impressed with the imagination which Mr. Knight's plans showed and felt that they opened up great possibilities for long range planning for the center of Arlington.

Sketches by Mr. Knight

The special committee agreed to give serious thought to ways and means of adding space to the present building in order to make it meet present and future needs and decided to meet again on Tuesday evening, May 28, 1968 at 7:30 for further discussion.

Next meeting

The meeting was adjourned at 11:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 14, 1968

The trustees met for their regular monthly meeting on Tuesday evening, May 14, 1968 at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn and the Librarian.

The minutes of the meeting were approved as amended.

Correspondence

Correspondence consisted of a letter from the Town Clerk enclosing a certified copy of the vote under Article 57 of the Warrant for the 1968 Annual Town Meeting, a letter of resignation from Mrs. DeeAnne M. Kimmel, School Librarian, a copy of a letter from Robert C. Blomquist, Deputy Chief, to Francis M. Doherty, Acting Chief of the Fire Department, regarding a number of deficiencies in the temporary quarters of the East Branch.

Athens property

The East Branch was the first item on the agenda. Mr. Hoyt reported that the Town Counsel had been in touch with Mr. Athens several times in regard to the price of the land taken by eminent domain and for which Mr. Athens has requested $11,300. Although he has dropped his price considerably, it does not yet meet with what Mr. Purcell considers a fair price,($8,000) and no agreement has been reached.

Terrific job done by Mr. Washburn

Before asking Mr. Washburn, Building Chairman, for his report, Mr. Hoyt spoke of the debt which the town and the Library Board owe Mr. Washburn for the "terrific" job he has done in completing the arrangements for the lease and conditioning of the stores and the moving of the East Branch to its temporary quarters. The other members joined Mr. Hoyt in this expression of appreciation.

Prepare for cement foundation
check furniture at othe
libraries

Mr. Washburn reported that the forms and reinforcing steel were being installed in preparation for the pouring of the cement for the foundation of the new branch building. He mentioned that the furniture should be selected and the trustees agreed to visit the new library at Bedford and the new branch of the Boston Library on Cambridge Street on Monday morning, May 20, to look at the furniture installations in these library units.

Brick sample

Mr. Washburn then exhibited the sample of brick which the architect is proposing to use and asked for expression of approval or dissent. The brick was approved tentatively. It was suggested that the Board members visit the Lutheran Church on Marlboro Street, Boston, to see a building built of this brick. If no objections are registered by Monday, May 20, Mr. Washburn was authorized to give Mr. Lane permission to proceed with this brick.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 14, 1968

The trustees met for their regular monthly meeting on Tuesday evening, May 14, 1968 at 7:30 in the Historical Room. Present were Mesdames Thompson and Todd, Messrs. Hoyt and Washburn, and the Librarian.

The minutes of the meeting were approved as amended.

Correspondence consisted of a letter from the Town Clerk enclosing a certified copy of the vote under article 37 of the warrant for the 1968 annual Town Meeting, a letter of resignation from Mrs. Suzanne H. Kimmel, School Librarian, a copy of a letter from Robert C. [illegible], Deputy Chief, to Francis V. Doherty, Acting Chief of the Fire Department, regarding a number of deficiencies in the temporary quarters of the East Branch.

The East Branch was the first item on the agenda. Mr. Hoyt reported that the Town Counsel had been in touch with Mr. Athens several times in regard to the price of the land taken by eminent domain and for which Mr. Athens has requested $21,500. Although he has dropped his price considerably, it does not yet meet with what Mr. Farrell considers a fair price ($16,000) and no agreement has been reached.

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The third detail which Mr. Washburn brought to the trustees' attention was the $2500 item in the specifications calling for special treatment of the wall in the foyer area. If the trustees have no suggestion, the architects should be notified shortly so that they can furnish suggestions for trustees' approval. Mr. Lane did mention the possibility of a mural with planting below.

Wall in foyer area

Mr. Washburn then reviewed the work of the Public Works Department in preparing the stores for occupancy by the East Branch at a cost to date to the Library (Eldridge Farmer Fund) of $585. He spoke of the need for air conditioning or fans, screen doors for both back and front doors, and gave purchase and renting prices for air conditioning units (approximately $225 per unit). After some discussion, the trustees agreed that they felt $400-$500 was in excess of what they should spend on temporary quarters for air conditioners and authorized Mr. Washburn to get prices for combination storm doors and movable fans to be placed above doors and to have them installed if prices were reasonable, not to exceed $250.

Cost of work done to date by P.W. D.

Need for fans etc. at East Branch

It was voted "to authorize the Librarian to sign the library payrolls subject to the approval of the Town Accountant and the Town Manager".

Librarian to sign payroll

Bills for the National Library Week Program were reviewed and authorization voted for payment of the bills for the Park Florist and the catering service from the E. Nelson Blake Trust Fund.

Payment of bills for NLW Program

Mrs. Yood presented the name of Charles Perkins for the position of Head of Circulation. Mr. Perkins is a graduate of the Teachers College of Keene, New Hampshire and before earning his Master's Degree in Library Science from Simmons College this Spring, had a wide experience in teaching and business and came with outstanding references. The board voted to confirm his appointment to the position of Head of Circulation at the yearly salary rate of $7626 (LS 3 Step 1), his duties to begin on July 1, 1968, subject to the approval of the Town Manager.

Charles Perkins for Head of Circ.

Mrs. Thompson and Mr. Hoyt spoke briefly of the Workshop for Trustees which they attended in Springfield on Saturday, May 4. Both commented that it was a worthwhile event offering food for thought.

Workshop for Trustees

Mr. Washburn reported that the nine year old Rambler was at the Public Works Department for repairs - the floor, behind the driver's seat had rusted out and would not pass the test for a state inspection sticker. The Town Manager, alerted to the problem, suggested that repairs be made if possible at not too great an expense and advised the trustees to ask for a replacement in next year's budget. The Librarian was asked to let the chairman know the cost of the repairs as soon as this figure could be ascertained.

Rambler to be repaired

TM advised trustees to ask for a replacement in next year's budget

Mr. Hoyt spoke of the need of pre-planning in preparing the yearly budget and suggested that a subcommittee be established to study the library operations with the view of making recommendations for more efficient operation if possible. After some discussion it was "voted that Mrs. Thompson be appointed chairman of a subcommittee to be concerned with pre-planning of the budget and to examine possibilities for increasing efficiency in the various operations necessary in operating the library".

Pre-planning of budget

It was suggested that Normand Paradis should be recognized in some way, if possible, for his excellent cooperation and tireless efforts during the move of the East Branch to its temporary quarters. It was pointed out, however, that he could receive overtime, only, for his services.

The Librarian reported that letters of appreciation had been sent to Normand Paradis, Mrs. Evelyn Colcord, Miss Marilyn E. Kenney, the Public Works Department, Pages, Mr. Francis O'Hara and the Town Manager.

Letters of appreciation mailed

The meeting was adjourned at twelve midnight.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 28, 1968

A special meeting of the trustees was held on Tuesday evening, May 28, 1968, at 7:30 in the Historical Room of the Library. In addition to trustees Hoyt, Thompson, Washburn and Yood, and the Librarian, Messrs. Walsh, Lincoln, Knight, Mullen and Wallace were present.

Re.
Surveys
made of
library

Mr. Hoyt recapitulated briefly the reason for the meeting, mentioning the surveys of the present library building made by Humphrey and McNiff, and Francis St. John. He added that the trustees wished to obtain the advice of architects, engineers, and builders in seeking ways, if there are any, of expanding the present building to ease the crowded conditions of the stacks, the Young Adults' Department and the Technical Services Department.

Expansion
suggested

The meeting was then thrown open for discussion and several exciting and thoughtful presentations were made. Included were suggestions to expand the lower level underground in several directions, knocking down many of the existing walls, and to adding a wing beyond the Junior Library. The possibility of moving the Young Adults' section to the site of the present stack area was also suggested.

After a discussion of some length, Mr. Hoyt expressed the Board's appreciation of the committee's interest and cooperation and thanked the members for their thoughtful presentations.

Renaming
of East
Branch

Previous to this meeting at 7 p.m., the trustees met in executive session in the Librarian's office to discuss the naming of the remodeled and enlarged East Branch Library. It was pointed out that, according to Mr. Purcell, Town Counsel, a Town Meeting vote was not necessary in this matter, that the trustees had the authority to select the name. It was unanimously voted "that the East Branch Library be named the Edith M. Fox Branch Library."

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

June 11, 1968

The Board of Library Trustees met for its regular monthly meeting at 7:30 on Tuesday evening, June 11, 1968, in the Historical Room of the Library. Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn and the Librarian, Judith E. Stromdahl were present.

The secretary's reports were accepted as read.

Correspondence consisted of letters of resignation from Mrs. Sharon Brain, Children's Librarian at the Vittoria Dallin Branch, and Mrs. Doris Schermerhorn, Librarian at the Dallin Elementary School.

Letters of resignation

These resignations were accepted with regret. The Librarian was requested to send a copy of Mrs. Schermerhorn's letter to the Town Manager, the Superintendent of Schools, Chairman of the School Committee, the Personnel Board, and George Remmert, Chairman of the Finance Committee, with a covering letter of explanation.

Mrs. Schermerhorn

FRIENDS OF THE LIBRARY

Mr. Callahan commented briefly on the evaluation meeting of the Friends held at the Library on May 28, 1968 and it was generally agreed that it might be desirable to have three meetings per year in addition to the National Library Week Program as recommended by some of the Friends. The possibility of establishing dues for the Friends also was discussed, but no action was taken.

evaluation meeting of Friends

The usual bills in connection with National Library Week were reviewed and it was voted that the Friends should pay as many bills as possible yet retaining an amount of $100 - $150 in their treasury, in addition to the $300 set aside for a gift to the East Branch. Voted: that the remaining bills be paid from trust funds. It was requested that a complete report of expenditures and payments be entered into the trustees' records.

Payment of NLW bills
$300to E. Branch
(for gift

The desirability of a more active organization was discussed and it was voted that Mr. Callahan should see what could be done to activate the group.

Activate Friends group

PERSONNEL

Mrs. Yood reported that Mrs. Brodock, School Librarian at the Brackett and Cutter Schools, had requested a transfer to the Public Library Staff and had been interviewed for the vacancy at the Vittoria Dallin Branch caused by Mrs. Brain's resignation and promised the job. The Board confirmed this action.

Mrs. Brodock transfer-Dallin

From the Desk of
JUDITH E. STROMDAHL

UNIVERSITY PRESS OF CAMBRIDGE, INC.
1619

EAST BRANCH

Mr. Hoyt reported that Mr. Athens had proposed a compromise price for the land taking of $8500 which was accepted and approved by the Board of Selectmen, the Town Manager, and the Town Counsel. The Town Manager felt this settlement was in the interests of good public relations.

Mr. Athen's proposal

According to Mr. Washburn, Mr. Purcell, Town Counsel, will bring before the next regular town meeting a motion converting back to Mr. Athens the land up to the garage line. The fence should then go up on a line with the garage.

Bring before Town Meeting

Mr. Washburn reviewed the expenditures to date and Requisition #2 presented by the architect and already signed by the Town Manager was approved for payment. A chart showing the flow of work and the time element was submitted by the architect. According to the latter, the contractor, who apparently did not have enough men on the job, was to increase the number so that the work would progress on time.

Review of work and expenditures

Mr. Washburn also reviewed the bills contracted in establishing the temporary quarters for the East Branch and which are to be paid from the Farmer Trust Fund. These were examined and approved. He mentioned that Mrs. Whittemore had agreed to furnish new door sills and paint for the outside front of 112A provided the Town furnish the workmen. She also requested that the old sign over 112A be taken down. She agreed to pay one half of the price ($75) of the screen doors which also had to be purchased and installed. This $75 is to be deducted from the June rental payment of $150.

Review bills

Repairs

Paint and screen door

Placement of the Edith M. Fox Branch Library sign was discussed and the architects amended plan was accepted.

Placement of sign

Voted: to accept the plan as presented, the Edith M. Fox lettering to be 8 inches in height, Branch Library 6 inches, placed as shown on sketch.

Acceptance of plan

Voted: the letters to be annodized aluminum of bronze color, style Ribbon 902.

Lettering

Voted: the letters are to be placed high enough to prevent their easy removal by vandals and firmly attached to the wall.

A plaque for the vestibule was discussed. The contractor is to be approached to see if he will assume all or part of the expense of this item. If not, the money for such a plaque is to be taken from trust funds. It was voted that Mrs. Thompson and Mr. Washburn are to prepare the wording for this plaque and send copies to the other trustees. It was also decided that a brochure would be prepared to distribute at the opening of the enlarged East Branch sketching the history of the branch.

Placque

Brochure

Voted: to meet on Monday morning, June 17, at ten o'clock, with the architect and Mr. David Dobson of Remington Rand to discuss furnishings, Mrs. Thompson to request Mr. Lane to present 2 or 3 sketches for the trustees to consider.

Furnishings

MISCELLANEOUS

Mr. Washburn reported that vandals had pulled out and cut the wires of the

Vandals

Rambler. The Public Works had been requested to repair the damage.

Voted: to give Mrs. O'Day $100 from trust funds toward expenses which she will incur attending the ALA Conference at Kansas City, Missouri the week of June 23. Mrs. O'Day ALA

The next meeting is scheduled for Tuesday evening, July 9, 1968.

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

July 9, 1968

The Trustees met in the Historical Room of the Robbins Library on Tuesday evening, July 9, at 7:30. Mrs. Thompson, Mrs. Yood, Mr. Hoyt and Mr. Washburn and the Librarian were present.

The secretary's report for the June 11, 1968 meeting was accepted as corrected (wording on page 2, second paragraph should read, "... Mr. Purcell, Town Counsel, advised that an article will be inserted in the warrant for the 1969 Town Meeting.")

Wording changed page 2

Correspondence consisted of a copy of a letter to Isidor Richmond and Carney Goldberg from Petruccelli Construction Company, Inc., advising them of the Massachusetts Iron Workers strike, several communications from the Town Clerk calling attention to recent Acts of 1968, a letter from Miss Adeline H. Mix, Librarian of the Windsor Public Library, Connecticut, requesting a recommendation for Korslund, LeNormand & Quann, Inc., architects who planned the renovations of the Main Library in the early sixties, and letters from the Town Manager announcing the reappointment of Joseph Callahan and Milton Washburn, Jr. to the Board of Library Trustees.

Letters received

PLACQUE FOR EAST BRANCH

Mrs. Thompson presented the inscription which she had prepared for the placque to be placed in the foyer of the new East Branch and Mr. Washburn spoke of the possibility of having the placque be the door of a metal box inserted in the wall in which could be placed the history of the branch. The Trustees decided to look into this possibility and Mrs. Thompson and Mr. Washburn will report further on this matter at the next meeting.

Plaque inscription for East Branch

PERSONNEL

Mrs. Yood presented the name of Mrs. Ruth Strassberg, 44 Dow Avenue, Arlington, for the position of school librarian on a part-time basis. Mrs. Strassberg is a 1960 graduate of the four year library course formerly given at Simmons and in 1965 earned her Master's Degree in Education at Boston University. From 1960 to 1963 Mrs. Strassberg was the Children's Librarian at the Needham Public Library and for one semester she taught Children's Literature at the School of Education, Boston University during Dr. Tolman's leave of absence. She comes very highly recommended by Mrs. Vivian MacIver, Librarian at Needham. She will be paid at the yearly rate of $7002, LS 2 Max.

Mrs. Strassberg for School Librarian

EAST BRANCH

According to Mr. Washburn all incidentals at the temporary East Branch have been taken care of - screen doors are in, the front is painted, two door sills have been installed, gutters are cleaned, etc. New construction seems to be meeting the time schedule although the strike of the Massachusetts Iron Workers may cause delay. The superintendent is having the excavation refilled and will refinish the Athens driveway as soon as it is feasible to do so. All plumbing and electrical work which can be done to date is completed, the ramp is being installed, etc. Mr. Washburn reported that Mr. Lane is to meet with Mr. Dobson on Thursday morning, July 11, 1968 and would like to have the librarian present as well to discuss the furniture, shelving, etc. Mr. Washburn asked both Mrs. Yood and Mrs. Thompson to attend the meeting on July11. He also planned to be present.

Incidentals at East Branch taken care of

SPECIAL WALL TREATMENT

Mrs. Thompson reported that in a conversation with Mr. Lane, he had mentioned that Mr. Richmond was somewhat of an artist and had drawn a series of sketches of Boston which had been enlarged and placed in the Union Savings Bank in Boston. If the Trustees did not come up with an idea, Mr. Richmond was considering making the Trustees a proposal - namely, to sketch some scenes of Arlington which could be blown up and placed on the wall in question.

Sketches for wall

After some discussion it was voted "that the wall be left unadorned with provision for hangings and a planter be installed at the lower part" It was suggested that Dr. Wiese be requested to begin looking for suitable pictures or hangings for this spot.

Nothing in way of hangings for wall, planter to be installed

FUNDS

Mr. Hoyt reported that Francis Coughlin had agreed to extend the monies involved in the Certificates of Deposit for periods of thirty days at a time. Mr. Hoyt will call him each month for a report.

Monies involved extende

Mr. Hoyt also gave the Trustees the following information received from Mr. Coughlin re the status of the Edith M. Fox Fund:

$125,017.98	fund balance on 12/31/67
-28,674.02	disbursements in 1968
+ 2,568.97	interest earned in 1968
$ 98,912.93	present balance

Status of Edith M. Fox Fund

"Of the present balance, $40,000.00 is in a certificate of deposit at the New England Merchants National to mature July 8, 1968, and the rest is on demand deposit with Home Savings Bank and Lafayette Co-operative Bank.

Disbursements to date in 1968 include $19,634.55 to Petruccelli Construction Co., $7,820.94 to Richmond & Goldberg, and $1,218.53 to others.

1968 interest posted includes $2,280.97 on the Merchants' certificates, $189.44 at Home Savings Bank, and $98.56 at Lafayette Co-operative. There will be a month's additional interest on the Home (as of 6/10/68) when the book is returned with the latest withdrawal checks."

OVERDUE BOOKS

The problem of long overdue books was discussed, as was the present policy of payment for, and return of, books lost by the public. The present policy calls for a return of the money for books "lost and paid for" whatever the time elapse between payment and return. It was suggested that a two month period be established, with no return of money to patron after this time period. Further discussion was postponed until further study has been made of this problem.

Problem of overdue books

ALA CONFERENCE

Both Mrs. O'Day and the Librarian gave brief reports of their meetings at the Annual Conference of the ALA held in Kansas City the week of June 23-29. Both expressed their appreciation of the privilege to attend. Mrs. O'Day expressing her special thanks for the $100 which the Trustees awarded her from Trust Funds to help defray her expenses.

Reports of Mrs. O'Day and Librarian at Conference

The Trustees voted to meet again for a special meeting on Tuesday, July 16, 1968 at which time election of officers will take place. The August meeting will be a preliminary budget meeting.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 16, 1968

The trustees met in special meeting on Tuesday evening, July 16, 1968, at 7:30 in the Art Gallery of the Robbins Library. Those present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn, the architect, Tom Lane, and the Librarian, Judith E. Stromdahl.

The minutes of the last meeting were presented.

Death of Mr. Blackwood and son.

Mr. Hoyt spoke of the tragic death of George Blackwood and his son in a drowning accident in Maine. He recalled some of the many ways in which Mr. Blackwood had been associated with the library, speaking at a National Library Week program, acting as host to Mr. Muggeridge at the 1968 program, participating in Friends of Library meetings, etc. Voted: that the librarian send a letter to Mrs. Blackwood expressing the sympathy of the trustees and library friends in her sudden loss.

Correspondence

Correspondence consisted of a letter from Mrs. Marie O'Day thanking the trustees for the monetary help she received from them when attending the annual ALA conference held this year in Kansas City, Missouri.

EAST BRANCH

Steel workers

Mr. Lane reported that the contractor had made a "deal" with the Striking Union of Iron Workers to allow the steel workers on the East Branch job to start the steel construction on Friday, July 19, 1968, in spite of the strike. In return, the contractor guaranteed that he would pay them retroactively any salary raise granted to the strikers.

Mr. Dobson

Mr. Lane reported that he had met with Mr. Dobson of Remington Rand twice and that when the furniture specifications are completed by Mr. Dobson in conference with the librarian, he would like to be included in the final selection of color.

Carpeting

Mr. Lane presented the carpet specifications which he had prepared. He requested the trustees to make a choice of carpet with separate padding, or carpet with a backing to be cemented to the floor. They were also asked to choose the material, wool or a synthetic type.

The trustees voted to use carpet with backing of a synthetic material.

Bids

The specifications, to be sent out on August 1, call for bids to be delivered to the librarian's office, Robbins Library, at 8 o'clock on Tuesday, August 13, 1968.

Mr. Lane was advised of the decision of the trustees to leave the wall facing the entrance free for special exhibits of pictures and wall hangings. Mr. Lane agreed to meet with Mrs. Thompson and Mrs. Good to discuss possibilities. Leave wall free

CARPETING FOR BUSINESS ROOM

After Mr. Lane had left, Mr. Washburn reported that he and Mrs. Thompson had met with representatives of the Medford Floor Covering Company and the Emerson Rug Company relative to new carpeting for the business area, money for which was provided in the 1968 budget. According to Mr. Washburn, wool is too expensive, and nylon with a pad runs around $400 for the area. As the appropriation is for $350, this, too, is out of the question. The salesman from Medford Floor Covering suggested it might be possible to pick up a "second" and promised to look into the matter. The Emerson salesman also agreed to submit a price for carpeting of a cheaper grade. Carpet for bus. area

It was suggested that Mr. William J. Houser also be contacted for a price.

FUNDS

Expenditures from the Fox and Farmer Funds for the East Branch were checked. Funds

ELECTION OF OFFICERS

Norris Hoyt was unanimously elected as Chairman of the Board for another term. Chairman

OVERDUES

The remainder of the evening was spent discussing the problem of overdue books. The method of dealing with offenders, the fines to be charged, and price to be charged for "lost" books were reviewed. The librarian was requested to have a time study made on the "overdue book procedure" and to make recommendations to be presented at the next meeting of the Board. Overdue books

MEETINGS

A special meeting, for preliminary budget discussion, is scheduled for Tuesday evening, August 6.

The regular monthly meeting will be held on August 13.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

August 6, 1968

The trustees met in special session on Tuesday evening, August 6, 1968, in the Historical Room at 7:30. All members of the Board were present: Chairman Norris Hoyt, Mesdames Thompson and Yood, Messrs. Callahan and Washburn, and the Librarian, Judith E. Stromdahl.

special session for pre-budgetary planning

As this meeting was arranged specifically for pre-budgetary planning, Mr. Hoyt suggested the following items for discussion:

- I. School-Library relations
  - A. School Librarians' salaries and the Library budget
  - B. Processing of school library books
  - C. Mrs. Esther McQuaid, Supervisor of Children's Services

school-library relations

- II. Town Hall procedures

Town Hall procedures

- III. Overdue book procedures, borrower's fine records, lost books, etc.

overdues

- IV. East Branch needs

East Branch

- V. Regular budget

Reg.budget

I. School-Library Relations

A. School Librarians' salaries

After some discussion, it was voted "to try again to transfer the School Librarians from the Library budget to that of the School Department and include in the school budget provision for School Librarian substitutes."

School librarian salaries

try to transfer to Sch. Dept.

Reasons for this action were:

1. To equalize the pay scales of the School Librarians.
2. To eventually provide full-time librarians for each school.

The trustees also voted to invite the School Committee to meet with them early in September to discuss the matter. September 10, 11 or 12 were suggested as possible dates.

invite Sch. Committee to meet

B. Since the number of elementary school libraries has increased from the original 2 to 11, the Technical Services Department has found it could not cope with the work of processing the school library books without additional personnel. As a result, Mrs. McQuaid has taken on this task in her department.

processing school library books

However, the number of volumes to be processed has again almost doubled, due to Title II Federal Funds, and the Junior Library can no longer assume this responsibility without added staff. The Librarian has therefore suggested that the school library books be purchased pre-processed at a cost of $.60 per volume. The trustees voted to recommend this procedure.

number of volumes to be processed has doubled

C. The question of asking the School Department to assume a portion of Mrs. McQuaid's salary in return for the supervision she gives to the school libraries and librarians was discussed but no recommendations were voted. The trustees, however, were unanimous in their agreement that Mrs. McQuaid should not substitute for absent school librarians.

Mrs. McQuaid's salary

II. Town Hall Procedures

Mrs. Thompson spoke of the duplication of effort in preparing the payrolls and in processing the Library bills for payment. Recognizing that no major changes can be made at the present time as the procedures are more or less dictated by Town Hall, Mrs. Thompson suggested having the payroll sheets printed with staff names, grades, deductions, etc., thus eliminating time consuming duplication of effort. The trustees requested Mrs. Thompson and the Librarian to discuss this duplication problem with the Town Accountant.

Town Hall procedures

bills payrolls

III. Overdue Notices

The Librarian reported the findings of the time study made by the Library department heads in regard to overdue notices. For the period July 17-31, 1968, it was found that 106.08 man hours were spent on this phase of the work. This represents the full time of 2 and 3/4 assistants and does not include the time spent for messenger notices. According to the Librarian's report for June, 1826 overdue notices were mailed to delinquent borrowers. At 6 cents per notice, the postage alone represented an expenditure of $109.56 for the month. The Librarian presented some recommendations including the elimination of 2nd and 3rd notices, suggesting that a bill be sent if the book is not returned after one notice has been sent.

time study

overdue notices

The trustees requested the Librarian to provide each member of the Board with a copy of the report of the time study and to prepare a flyer or brochure which could be distributed to the public alerting the borrowers to a change in procedure in sending out overdue notices.

copy of time study requested
prepare flyer

The trustees also voted that money for books "lost and paid for" by borrowers should not be refunded after a lapse of three months unless the book returned is out-of-print or exceptionally valuable to the collection. It was agreed that fines should remain at the present rate, 4 cents per book for adults, 2 cents per book for children.

refund of money

IV. East Branch

Hours for the East Branch were discussed and need for additional staff, if any. The trustees agreed that, if possible, the Branch should remain open daily from 9-9 Monday through Friday, and 9-6 on Saturday. Custodian help from 2-9 was suggested.

Hours for East

The Librarian was requested to work out a schedule for both staff and custodians.

Librarian to work out schedule

V. Regular Budget

As the hour was growing late, it was decided to postpone discussion of the regular budget items until Tuesday evening, August 20, when another special meeting will be held.

discuss regular budget later

Edith M. Fox Fund

The Librarian reported that the final payment due from the terms of the will of Edith M. Fox had been received in the amount of $52,054.64, principal distribution, and $2,595.64 income distribution. The total amount received from the Edith M. Fox Estate was $179,450.28.

Edith M. Fox Estate

Friends of the Library

Mr. Callahan recommended that Mr. Haley be asked to be the speaker for National Library Week. Friday, April 11, 1969, was suggested, with Wednesday, April 16, as an alternate date. The Librarian, in the absence of Miss Hodges, who is on vacation, was asked to call Miss Streeter of Colston Leigh and the School Department to make the necessary arrangements.

To ask Mr. Haley to speak NLW

Mr. Callahan also reported that he had requested the following people to serve on a program committee to plan for the Friends of the Robbins Library a few meetings other than the National Library Week observance: Mrs. Albert J. Gustaff, Mr. and Mrs. Harry H. Baldwin 3rd, Mr. Lincoln Z. Jalelian, and Miss Norine T. Casey.

Program Committee

Mr. Callahan also suggested an editorial in the local papers inviting people of Arlington to become Friends of the Library.

editorial in local papers

The meeting was adjourned at 10:45 p. m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

August 13, 1968

The trustees met in the Library Hall on Tuesday evening, August 13, 1968, at 8 p.m. to open bids for the carpeting for the East Branch Library. Present were Trustees Washburn, Acting Chairman, Thompson and Yood. Mr. Tom Lane, architect, and the Librarian, Judith E. Stromdahl, were also present.

One bid only was received from Contract Planners, 278 Clinton Road, Brookline, whose bid was figured on the unit price of $9.05 per square yard in the amount of $6,371, and an alternate bid at $9.35 per square yard in the amount of $6,582. These figures did not take in the "over~~edge~~age" factor which added another $259 and $270 respectively.

Only one bid received

It was voted to rebid the carpet in the hope that additional bids will be received.

vote to rebid on carpet

After Mr. Lane had left the meeting, the Librarian read the report of the previous meeting which was accepted with a number of additions.

report accepted

Personnel

Mrs. Yood presented the name of Miss Ann Meyers to replace Mrs. Brodock on the school library staff. Mrs. Brodock is being transferred to the Vittoria C. Dallin Branch Library as Children's Librarian. Miss Meyers is a graduate of Edinboro College, Edinboro, Pennsylvania, with a minor in Library Science. She has served two years as School Librarian at the Ferry Avenue School, Niagara Falls, New York, and comes very highly recommended. Her salary will be at the rate of $7002 per year (LS2 Max) and she will assume her new work on September 3, 1968. The trustees confirmed the action of Mrs. Yood and the Librarian in hiring Miss Meyers.

Ann Meyers to replace Mrs. Brodock

Friends of the Library

The Lowe Auditorium was not available on April 11, the date suggested for the 1969 National Library Week program. It was booked for the Gilbert and Sullivan Operetta to be presented by the High School.

auditorium not available

The alternate date, April 16, selected by the trustees, is not good for Mr. Haley who is scheduled to speak at an Ohio college on the morning of April 16. After some discussion the trustees suggested Friday, April 25, with April 9 and April 30 as alternate dates. The Librarian was asked to write to Mr. Callahan for his decision in this matter.

Friday, April 25 suggested

Overdue Notices

The Librarian presented a list of borrowers who are delinquent, owing money either for fines or lost books. No action was taken on the Librarian's suggestion

overdues

that all small fines incurred before January 1, 1967 be remanded.

The meeting was adjourned at 9:30 o'clock.

The date of the next special meeting has been scheduled for Tuesday, August 20, 1968.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

August 20, 1968

The Board of Library Trustees met on Tuesday evening, August 20, 1968, at 7:30 in the Historical Room of the Library. Present were Mesdames Thompson and Yood, Messrs. Hoyt, Chairman, and Washburn, and the Librarian, Judith E. Stromdahl.

Bills signed

Progress of East Branch

Bills were signed, and Mr. Washburn reviewed the payments made in connection with the construction of the East Branch and gave a report of progress of the work at the Branch. According to Mr. Washburn, the work is progressing well although the contractor is about a week or ten days behind schedule.

Carpet bids

Mr. Washburn noted that invitations to bid on the carpeting were to be sent out on September 3, 1968, and the bids received were to be opened on Tuesday evening, September 17, 1968, at 7:30 at the library.

Rambler

In reply to Mr. Hoyt's inquiry, the Librarian reported that the Town Manager's assistant had notified her that the Public Works Department would have the Rambler in running condition within the week. According to the men at the yard, the cost would be in the vicinity of $250.

NLW Program date

The Librarian reported that Mr. Callahan had called from the Cape upon receiving her letter in regard to the choice of dates open for the National Library Week program to notify her that he had decided that Wednesday, April 30, 1969, was his choice.

Budget discussion

The trustees then turned their attention to the matter of the budget, and devoted the remainder of the meeting to its discussion.

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 10, 1968

The Board of Library Trustees met on Tuesday evening, September 10, 1968, in the Historical Room of the Robbins Library. Those present were Chairman Hoyt, Mesdames Thompson and Yood, Messrs. Callahan and Washburn, and the Librarian, Judith E. Stromdahl.

The secretary's report was read and accepted.

REPORTS

Friends of the Library

Mr. Callahan confirmed Wednesday, April 30, 1969, as the date selected for the 1969 National Library Week program, and spoke briefly of plans being considered for the Friends meetings during the 1968-69 season.

NLW program on 4/30/69

EAST BRANCH

Mr. Washburn gave a progress report on the work at the East Branch. According to his information, steel for the roof was to be delivered on or about Wednesday, September 11, and would have to be stored in the Athens driveway. The erector is expected on Monday, September 16, and will have to operate from the Athens driveway. Permission for this action was secured by the contractor from Mr. Athens.

Steel for roof and erector expected

Mr. Washburn also reported that brick had arrived but was not the type ordered. If refused acceptance by the trustees and the architect, a delay of six weeks will have to be anticipated for reordering and shipping.

Wrong type of brick arrived

Mrs. Thompson reported that she and the Librarian had spent some time with Mr. Foritano reviewing the paper work necessary in processing bills. Although Mr. Foritano was most cooperative, he insisted that the schedule of bills was necessary. He did agree, however, that some changes in procedures could be made such as listing each vendor once only, with the sum total of the amounts of the invoices. In order to simplify the work on the part of the library, he also agreed that a statement of expenditures could be provided the library every other month. The Librarian is to cooperate with the Accountant's office in working out detail changes.

changes in paper work in processing bills discussed

Mr. Hoyt reported that he had met with the Town Treasurer, Francis Coughlin, also in the interests of streamlining and modernizing payroll

procedures if possible. Mr. Coughlin offered to reexamine with Miss Stromdahl the present methods of preparing the payroll and posting salary information and make recommendations for any changes which were deemed feasible. He suggested the payroll in two forms, one for regular staff members, the other for hourly part-time help.

payroll changes discussed

FURNITURE

Mrs. Yood and Mrs. Thompson reviewed the schedule of equipment which has been selected for the East Branch Library, and for which Mr. Dobson of Remington Rand has prepared specifications. It was agreed that furnishings for the staff room would not be included, but two benches for the foyer and 120 chairs and three tables for the all purpose room should be added to the schedule. Mrs. Yood and the Librarian were instructed to make the selection with the advice of Mr. Dobson.

equipment for East Branch reviewed

COPIER

After some discussion in which the pros and cons of the various copying machines were weighed, it was voted to replace the Dennison Copier now in use, and which has not been too satisfactory, with the Savin 222-10, provided there would be no installation charge. Several concerns now using this machine were contacted and were high in their praise of its performance.

Replacement of Dennison Copier with Savin 222-10

EAST BRANCH - PERSONNEL

As requested earlier by the trustees, the Librarian presented a weekly staff schedule in which it was shown that the Branch, when reopened, can be covered from 9-9 daily, Monday through Friday, and 9-6 on Saturday, with a staff of Librarian, Children's Librarian, and library assistant. Additional page help is estimated at approximately 30 hours per week.

Staff schedule for East Branch

It was decided that a part-time custodian should be on duty every evening. Working a five hour period, from 6-11 or 7-12, he would be available, if needed, by the librarians and by organizations which might schedule the use of the meeting room. He could also do much of the heavy cleaning after the library was closed at 9 o'clock.

part-time custodian in evening

Normand Paradis would have supervision of the part-time custodian and have complete responsibility for the upkeep of the Branch. After some discussion, it was voted to seek the rating of senior custodian for Mr. Paradis, MC5 (per week) $138.50 maximum.

Mr. Paradis' rating

RAMBLER

The Librarian reported that a new battery had to be purchased for the Rambler and that it had to be taken to the Public Works to have the voltage regulator replaced. Since the accident, the front door on the passenger side cannot be securely fastened. When car is in operation, door is apt to fly open. According the the Public Works, nothing further can be done to correct this condition. A notice has been placed in the car that no one is to sit in the passenger seat beside the driver when car is in motion.

new battery for Rambler, and condition of front door

FEDERAL PROJECT

The Librarian presented a project proposal for a special grant from the Public Services and Construction Act, Title I (Public Library Services) funds through the Bureau of Library Extension. The proposal provides for services to members of the public who are inadequately or not presently served by the library and who are disadvantaged by reason of old age, illness or other handicaps and functional illiteracy. The proposal was approved by the Trustees and will be submitted to Miss Mary Burgarella, Senior Supervisor and Coordinator of LSCA Title I at the Bureau of Library Extension.

Special grant for old age, illness etc.

The members were reminded of the meeting scheduled for Tuesday evening, September 17, at 7:30 when bids for carpeting will be opened, and at 8 o'clock when the School Board members and the Town Manager will be present.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 12, 1968

On Tuesday evening, September 12, the members of the School Committee met with the Library Trustees and the Town Manager in the Junior Library Hall at 8 p.m. Present were Trustees Callahan, Hoyt, Thompson, Washburn and Yood, School Committee members, Brown, Carter, Cremens and O'Neil, Town Manager Marquis, Superintendent Roens, Assistant Superintendent Anderson, Administrative Assistant Gibbs, and the Librarian, Judith E. Stromdahl.

Chairman Hoyt, in his introductory remarks, acknowledged the fine spirit of cooperation which has existed between the two departments, reviewed briefly the cooperative effort made last year to transfer the school librarians from the library budget to that of the school department, spoke of the inequities resulting from having librarians on both payrolls, and posed the question as to whether this might well be the year to successfully effect the change.

transfer of school librarians to school dept.

School Committee members expressed themselves in favor of the transfer.

After some discussion it was agreed that the school librarians now on the library payroll should be transferred to the school budget. It was noted that, according to the present teachers' contract, those librarians transferred must be given credit for each year of service and paid accordingly.

transfer to school budget

The question of Mrs. McQuaid was discussed. Superintendent Roens emphatically stated that it was the School Committee's wish that she continue to supervise the school librarians. Mr. Washburn raised the question of school librarian substitutes, stating that the Trustees felt Mrs. McQuaid should not be expected to fill in when vacancies occurred or sickness prevented school librarians from conducting their classes. The School Committee agreed that Mrs. McQuaid's duties were to be supervisory only.

Mrs. McQuaid's duties

In another vein, the School Committee members broached the subject of public library participation in a school library now in the planning stage, only, in a new Junior High School to be constructed within the next few years. To make maximum use of the new Junior High library facility, the School Committee suggested that perhaps the Robbins Library could man the school library when school was not in session and supply books for adults who might find the location of the school library more convenient than either the Main Library or the Dallin Branch.

public library participation in new Junior High School

After some discussion the Trustees expressed an interest in the project and said they would study the matter and discuss it again at a later date.

The members of the School Committee left at 9:30 and the Trustees turned their attention to the East Branch. Mr. Washburn reported his dismay at learning that afternoon that no bids had been received on the carpet, that Mr. Lane had apparently not put the carpeting out to bid as had been planned and that Mr. Lane was unavailable as he was hospitalized. Mr. Washburn advised the Trustees that he had tried to have the architect's office send a representative to the meeting, but had been unsuccessful in his quest.

bids on carpet not received

The Trustees and the Town Manager expressed disappointment and dissatisfaction at the way in which this matter had been handled and at the apparent lack of progress being made in the construction of the building. From all accounts, the building program is now 6-8 weeks behind schedule.

dissatisfaction expressed

The Town Manager agreed to send a letter to the architects expressing his and the Board's dissatisfaction with the architects'work performance.

The Librarian was also directed to send a letter voicing the same dissatisfaction.

The Chairman then advised the Town Manager of the Trustees' wish to advance NormandParadis to the rating of Senior Custodian. A general discussion of the custodial services at the library ensued. In the discussion, the Town Manager told the Trustees that a qualifying exam open to all custodians would have to be held, and that any suggested changes should be discussed with John Smith, head of the Town's custodians.

rating of Normand Paradis to sr. custodian

The date of a special budget meeting was set for Thursday, September 26, at 7:30.

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 26, 1968

The Trustees met in special meeting on Thursday evening, September 26, 1968, at 7:30 in the Historical Room. Present were Chairman Hoyt, Mesdames Thompson and Yood, Messrs. Callahan and Washburn and the Librarian, Judith E. Stromdahl.

A short discussion centering around the Friends of the Library was the first item on the agenda. Mr. Callahan briefly mentioned some ideas he has for the future, remarked on the difficulty of getting members to serve on committees, and suggested that the organization as now set up should be re-evaluated.

ideas for
F of L

The attention of the Trustees then turned to the budget prepared in accordance with suggestions voted at previous meetings with capital outlay recommendations presented by the Librarian. The rest of the evening was spent in finalizing requests in the various categories, the meeting adjourning at 12:45 a.m.

budget
discussed

The next regular meeting is scheduled for October 8 at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 8, 1968

The Board of Library Trustees met on Tuesday evening, October 8, 1968, at 7:30 in the Historical Room of the library. In addition to Trustees Callahan, Hoyt, Thompson and Washburn, Town Manager Donald R. Marquis and the Librarian were present.

In a few introductory remarks, Mr. Hoyt advised the Town Manager of the two meetings which were held last spring with a committee of interested architects and engineers in the interests of long range planning for the Main Library. Commenting that the trustees would like to have the architects Knight, Mullen and Wallace have an opportunity to present their ideas and suggestions for possible library expansion to Mr. Marquis, Mr. Hoyt asked the Town Manager if another meeting could be arranged. Of the two dates suggested by Mr. Marquis, Tuesday, October 29, at 7:30 was selected, provided this date proves convenient to the architects involved.

Meeting re: long range planning for Main Library

Oct. 29 selected

The minutes of the recent meetings were approved as presented.

A letter from the architect, Mr. Richmond, sent to the trustees in answer to a communication from the Town Manager, was read. It was voted that a reply should be sent to Mr. Richmond acknowledging the letter and correcting an inaccuracy contained in the first paragraph of the letter, to wit, that the architects' agreement with the trustees is, in fact, an agreement with the Town and that the Town Manager represents the Town in all matters concerning the building of the branch.

Acknowledgment of letter from Mr. Richmond to be sent

It was also agreed that the architects should be requested to have representation at all the trustees' monthly meetings until the building is completed.

Representation of architects at meetings

Mr. Washburn gave a report of progress and advised the trustees of the problem encountered with the roof of the present building. In the light of the existing condition of this roof, the architect and contractor recommended that the roof be resurfaced. According to the architect, the cost for this work should be about $1500.

Voted: that the existing roof should be resurfaced at a cost not to exceed $1500, the proposal with the exact cost to be submitted in writing to the trustees.

Recommendation that roof be resurfaced

Mr. Washburn mentioned some of the problems being encountered by the contractor, not least of which was the blocking of traffic while brick was unloaded.

Blocking of traffic while brick was unloaded

Mr. Washburn also called attention to the fact that no provision had been made for lifting the trash to the street level from the basement, and that there would be no covering for the back stairs. The Town Manager suggested that the Town could perhaps take care of these and similar extras once the building itself is completed.

lifting of trash from street level & covering of back stairs

The amount of land to be returned to Mr. Athens was clarified. According to the Town Manager, the fence to be erected will be in line with the side wall of the Athens' garage. Mr. Hoyt mentioned that the trustees plan to remember Mr. Athens in some way, using trust funds, thus acknowledging their appreciation of the inconvenience the building of the East Branch has caused Mr. Athens.

Amount of land to be returned to Mr. Athens

At 9:15 the Board went into executive session, and the meeting was adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Library Board of Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

November 12, 1968

The Board of Library Trustees met in the Library Hall at 7:30 on Tuesday evening, November 12, 1968, to open bids for carpeting for the East Branch Library. In addition to Trustees Callahan, Hoyt, Thompson, Washburn and Yood, the Architect, Mr. Richmond, the Clerk of the Works, Clarence Lundquist, and the Librarian were present.

The following bids were received:

Bids for carpeting

Company	Base Bid	Alternate
Albrite Carpet Company	$9,248.75	$9,437.50
Contract Planners	7,369.00	7,549.00
M. Frank Higgins, Inc.	7,142.00	7,217.00
Emerson Rug Company	7,182.00	7,343.00
Peabody Office Furniture Company	9,003.00	
Houser Flooring	7,233.00	7,165.00

Type of carpeting to be discussed

After some discussion, the Board "selected Houser Flooring as successful bidder for the carpet for the East Branch Library, Mrs. Thompson and Mr. Washburn as a committee of two to meet with the Town Manager, with a Houser representative present, to discuss whether wool or acrylic should be used and to get, if possible, a report on previous work done by this concern."

Voted: To take the amount over the carpet allowance of $6,000 from the contingency fund if necessary.

Review of East Branch construction

The opening of the bids completed, the trustees turned their attention to a review of the East Branch construction. Payment of bills submitted by Petrocelli Construction Company and the architects, Richmond and Goldberg, was voted.

Acknowledgment of letter not received

Reference was made to the letter of October 17, 1968 from Mr. Hoyt to Mr. Lane authorizing a change order in the sum of $1611.50 for resurfacing the existing roof and relocating the drain as requested in Mr. Lane's letter of October 14. It was pointed out that an acknowledgment had been requested, but to date none had been received. As Mr. Hoyt stated, it was such lack of and delays in communication which the trustees have found so frustrating in their dealings with the architects.

Mr. Richmond promised to get the change order to the trustees within the next day or two.

Completion of building

According to the contractor's schedule, the building should be completed on time. Mr. Richmond agreed that this is possible although two items make this seem doubtful. In the first place, the contractor found it expedient to change the subcontractor who was to furnish the limestone as he could not get shop drawings from

him. Shop drawings are now approved and hopefully the limestone will be received shortly.

Secondly, the contractor has refused to install the windows until a change has been made in the drawings. As presently planned, the windows will not be secure. The architect is studying this problem.

Problem of windows

Because of lack of heat which is unavailable until windows are installed (except for portable equipment), there is also a question of the plaster drying in time to proceed with the building to meet the deadline in February.

Type of Insulation

Mr. Washburn reported that the one inch fiber glass insulation called for in the specification is no longer available. After some discussion, with the approval of Mr. Lundquist, it was decided to use aluminum foil (80% as efficient as rock wool), and Mr. Richmond assured the trustees that Mr. Lane would write a change order with no added cost for the trustees to sign.

The question of Athens driveway and drainage around the building also came up for discussion. According to Mr. Washburn, the house behind the library is on a higher grade than the library and unless a retaining wall is built, the rains will cause a serious condition, washing dirt down on library property, causing flooding etc. A less serious condition will also prevail in the areaway between the stores and the library building.

Drainage of building discussed

Mr. Richmond assured the trustees that this condition is being studied. He said it was possible that true conditions were not shown on the original survey and drawings. If, however, inspection of the original survey and drawings showed this variation in grading, Mr. Washburn emphatically stated that he would not sign a change order adding any expense to the cost of the building.

Condition of drainage studied

Mr. Richmond agreed that the problem of drainage around the building must be solved and the Athens driveway restored at no added expense if possible. A report will be sent to the trustees within a matter of days.

Mr. Lundquist reported that another cause for slow progress could be attributed to the electricians who work spasmodically only and have completed less than half their work, thus delaying the work of the carpenters.

Electricians progress

Furniture Bids

After reviewing briefly the bids received for the furniture, it was voted that the furnishings committee composed of Mrs. Thompson, Mrs. Yood and the Librarian, in consultation with Mr. Marquis, should determine which bid to accept.

Furnishings Committee

Budget

The cuts made by the Town Manager in the library budget were reviewed. Although disappointed that any cuts were necessary, the trustees agreed that they would not appeal for their restoration. If there proved to be insufficient funds in Building and Grounds for the needed repairs, the work of painting etc. would have to be postponed for another year.

Cuts in library budget

The Librarian was requested, however, to check with the Bureau of Library Extension in regard to the items which should be included under Books and Periodicals to assure the library's certification for its grant-in-aid from the State, and to approach the Town Manager if Bindery should not be included.

Items included under Books & Periodicals

Executive Session

With the Librarian absent from the meeting, the trustees, in executive session, reviewed and revised a communication to be sent to the Personnel Board requesting reclassification of the position of Head Librarian.

Re-classification of Head Librar-
ian

Friends of Library

Mr. Callahan reminded the trustees of the meeting planned for December 4, 1968 in the Library Hall, at which Mr. Szafarz is to be the speaker, and spoke of another meeting planned for February, at which Dr. Kantrowitz will be the guest.

F. of L meetings

Personnel

Mrs. Yood read Mrs. Ching Tu's resignation as cataloger, and recommended a Mrs. Stella Shen to replace her.

Ching Tu's resignation

Mrs. Shen is a graduate of the Taiwan University, and received her Master's Degree in Library Science from Catherine Spalding College, Louisville, Kentucky, in 1965. For the past two years she has been cataloger at the Parlin Memorial Library of Everett.

Mrs. Shen to replac
Mrs. Tu

Voted: to accept Mrs. Tu's resignation with regret, and directed the library to send her a letter of appreciation for her work.

Mrs. Tu's resignation accepted

Voted: to hire Mrs. Shen at a salary of $7376, LS 3, min. subject to favorable recommendations from her former employers and approval of the Town Manager.

Voted to hire Mrs. Shen

Art Curator

Voted: to increase the pay of Dr. Wiese to $3.25 per hour beginning December 1.

Increase pay of Dr
Wiese

Voted: to give the staff a Christmas Dinner on Saturday, December 14, at 6:30 p.m.

Christmas Dinner for staff

The next meeting will be held on Tuesday, December 10, at 7:30 p.m.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Library Board of Trustees

Reasons for Request

November 1968

I. Managerial and administrative position.

A. Size of staff - 45 full time, including school librarians, and custodians, and 44 part-time, including pages. (Varies slightly during year)

B. Size of budget - $437,942 in 1968 (including '68 increases).

C. Responsible for 3 buildings.

D. Average work week - minimum of 45 hours, average around 50 hours. Attends many evening meetings in addition to full daytime schedule.

II. Difficulty of retaining and replacing library directors.

A. Practically every library asking for increase in this category.

B. Severe shortage of qualified library directors; competition is especially keen in area such as Boston where large number of academic libraries vie for administrative directors. Increase in director's salary will not necessitate changes in other professional categories since there should be a larger spread than at present.

C. Present director has received offers of positions at much higher salaries - she could not be replaced at present salary.

III. Greater spread needed between director and those reporting to her.

IV. Recommendation by the American Library Association for director of library in a community the size of Arlington is $15,400 to $19,250.

V. Changes in scope of position over last 17 years.

A. Music and Art Department established.

B. Young Adults' Department organized.

C. Children's Room at Dallin Branch opened.

D. School libraries instituted in all elementary schools, requiring supervision of 9 school librarians at present, and responsibility for selection, purchase and cataloguing of all school library books.

E. New East Branch will be three times size of present branch, requiring increased supervision of staff and overall responsibility.

F. Enormous rise in number of new books published annually makes book selection within budget an increasingly difficult and time-consuming task.

G. New micro-film reader-printer requires technical knowledge to evaluate and select appropriate materials.

Judith E. Stromdahl
Librarian

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

November 1968

PROPOSAL OF THE LIBRARY BOARD TO THE PERSONNEL BOARD

I. Reclassify the position of Director (LS 6) from $12,000 minimum to $14,000 maximum.

Possible distribution of step increases.

1. Minimum - $12,000
2. Step 1, $12,600
3. Step 2, $13,300
4. Maximum - $14,000

The Board of Trustees has written to the Town Manager, Mr. Donald R. Marquis, requesting a change in title from Head Librarian to Library Director, and enumerating the reasons for this desired change.

Reasons for Request continued

- H. Knowledge and understanding of constantly changing Federal and State library legislation is a necessity.
- I. Need to keep abreast of rapidly changing library techniques.
- J. Thorough knowledge of modern library architecture.
- K. Ability to select for our particular needs proper library furniture from numerous types available.

VI. Director's salary has not kept pace with added responsibilities.

- A. No significant increase in salary of director in 17 years.
- B. Only change has been annual percentage increase voted all employees at Town Meeting, and slight increase when Town Pay Plan reviewed in 1965.
- C. Basically the position of director is being paid at the same level as when it involved considerably less responsibility and fewer duties.

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

December 10, 1968

The Board of Library Trustees met for its regular monthly meeting on Tuesday, December 10, 1968, at 7:30 p.m. in the Historical Room. Messrs. Hoyt, Callahan, and Washburn and Mesdames Thompson and Yood and the Librarian were present.

The minutes of the previous meeting were approved as prepared and distributed.

Correspondence included a communication from the Town Manager regarding articles for the 1969 Warrant, a copy of a letter from Mr. McCormick of the Petrucelli Construction Company regarding the doors to be installed in the adjoining stores and a communication from the Bureau of Library Extension in regard to expenditure of State Aid Funds.

Articles for Warrant
Doors for stores
State Aid Funds

Articles for Warrant

The Librarian was requested to draft a letter to the Town Manager advising him of the need of an article reconveying land on Cleveland Street to Mr. Athens. The letter should also include a reminder to the Town Manager of his consent to carry through on the Trustees request of a change of title designation from Head Librarian to Director of Libraries.

Letter to TM - Mr. Athens
Change of title

In regard to the first item, mention should be called to the fact that if the erection of the Athens fence is delayed until after the building has been completed, the Town will necessarily have to assume the cost.

Athens fence

Town Treasurer

At eight o'clock, Francis Coughlin, Town Treasurer, as previously arranged, arrived to discuss the Trust Funds controlled by the Library Trustees. He reviewed, with the Trustees, the purposes for which the funds had been left and stated that if the Town Counsel agreed the interest income from Trust Funds with the same designated purpose could be grouped together, thus simplifying payment of bills.

Trust Funds

At his suggestion it was agreed to use up the $8 remaining in the Dodge Fund.

Friends of Library

Mr. Callahan reported that the turnout at the Friends meeting on December 4 was very good, that Mrs. Spengler had paid a beautiful tribute to Mr. Blackwood's memory, and that the next meeting would probably be held in February.

Tribute to Mr. Blackwood

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 10, 19[illegible]

The Board of Library Trustees met for its regular monthly meeting on Tuesday, December 10, 19[illegible], at 7:30 p.m. in the Historical Room. [illegible] and Mesdames Thompson and Reed and the Librarian were present.

The minutes of the previous meeting were approved as prepared and distributed.

Correspondence included a communication from the Town Manager regarding [illegible], a copy of a letter from [illegible] of the [illegible] Construction Company regarding the doors to be installed in the [illegible] and a communication from the Bureau of Library Extension in regard to [illegible] of State Aid funds.

[illegible]

The Librarian was requested to draft a letter to the Town Manager [illegible] of the used of an [illegible] regarding land on Cleveland Street to [illegible]. The letter should also include a reminder to the Town Manager of his [illegible] on the [illegible] of a change of title designation from Librarian to Director of Libraries.

In regard to the first item, attention should be called to the fact that [illegible] is delayed until after the building has been [illegible], the Town will [illegible] have to [illegible] the cost.

[illegible]

At [illegible], Town Treasurer, as previously arranged, [illegible] to discuss the Trust Funds controlled by the Library Trustees. [illegible] with the Treasurer, the purposes for which the funds had been left [illegible] the interest [illegible] would be grouped together, thus simplifying payment of bills.

[illegible] it was agreed [illegible] in the [illegible] Bank.

Friends of Library

Mrs. Gallagher reported that the turnout at the Friends meeting on [illegible] was very good, that Mrs. [illegible] had said a [illegible], and that the next meeting would probably be held in February.

Budget

Mr. Hoyt reported that Mr. Marquis had contacted him at the direction of the Board of Selectmen to notify the Trustees through him, that the Selectmen felt the Trustees should reduce the 1969 Robbins Library budget to the amount appropriated in the 1968 budget, less the amount included for the School Librarians.

Reduction of Budget

After some discussion, the Board voted to invite the Board of Selectmen to meet with them at the library at the next regularly scheduled meeting of the Trustees Tuesday evening, January 14, 1969, or earlier.

invitation to Board of Selectmen to meet

East Branch

Mr. Washburn reported that he had met with Mr. Lane, Mr. McCormick, and Mr. Lundquist to review the change order items submitted by the architect, the first of which had already been approved by the Board of Trustees. After some discussion, give and take on both sides in regard to costs, items two through seven were approved by Mr. Washburn. Items 8, 9 and 10 were also approved as they were either completed, in process, or necessary, although no costs could be quoted. Mr. Washburn and Mrs. Thompson accompanied by the Librarian, met on November 26 with the Town Manager, for his okay of the change orders and to get his approval of the carpet bid awarded to Houser. Mr. Washburn also reported that the glass for the windows could not be delivered until the first week in January, and that the limestone had arrived but could not be installed during the cold weather.

Change order items

Items approved

Carpet bid awarded to Houser

Furniture

The Librarian reported that recommendations for awarding of bids had been made to the Town Manager for groups 1, 2, 3, 5 and 6 of the specifications. Section 4, Technical Furniture included the desk with its twelve items. Because some of the units are to be built around a special book lift feature, no mention of which was made in Sjostrom's quotation, and because their illustrations showed an open base, it was voted to recommend that Remington's bid be accepted. The Remington representative is aware of the problems involved. The Board so voted. The Board also voted, to award the bid for the Multi-purpose Room Furniture to the Fireproofing Corporation, Inc.

Awarding of bids

Special Meeting

The Trustees were reminded of the meeting which has been scheduled for Wednesday evening, December 18, 1968, with the Long Range Library Planning Committee and the Town Manager.

Meeting with Long Range Planning Committee

The next meeting was scheduled for January 14, 1969.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 7, 1969

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, January 7, 1969, in the Historical Room at 7:30 o'clock. Present were Chairman Hoyt, Mesdames Thompson and Yood, Messrs. Callahan and Washburn, and the Librarian, Judith E. Stromdahl.

Mr. Hoyt opened the meeting by stating that the Board of Selectmen would not be present at the meeting as the Trustees had hoped, and that any cuts to be made in the budget had been left to the Finance Committee. He also read a letter received from Mr. Irving Stein, subcommittee Chairman of the Finance Committee. The letter stated that the objective of the Finance Committee was "to see a stabilization of the burden of the taxpayers of Arlington in 1969." Mr. Stein requested the Trustees to review the library budget and to submit detailed revisions in writing. Activities of the library, the benefits which it provides and the measures of such benefits were also requested in written form.

re: cuts in budget

Review of library budget

He also stated that January 18 had been set aside by the subcommittee should the Trustees wish to meet with it in regard to the budget.

This date was not convenient for a number of the Trustees. After some discussion, Mr. Hoyt called Mr. Stein. A tentative date for Tuesday evening, January 21, at 8 o'clock at the library, was arranged. (The Trustees to meet at 7:30.)

Jan. 21 arranged

Mr. Hoyt also reviewed the communication received by the Trustees from Robert G. Newman, President of the Massachusetts Library Association regarding the bill (H 1333) which has been filed by the Speaker of the House, Robert H. Quinn, on behalf of the Library Association amending Chapter 760, Acts of 1960 (an Act Providing State Aid for Free Public Libraries), a copy of which is attached to this report.

bill for State Aid

The Trustees agreed to contact their state senators and representatives urging favorable action on the bill.

Trustees urge favorable action

A letter from F. S. Payne Company advised that an increase of $2 in the monthly inspection rate would become effective immediately, raising the charge from $13 to $15 per month.

Increase in monthly inspection rate

Correspondence also included a letter from the Board of Selectmen relative to articles for the warrant for the 1969 Town Meeting.

re: warrant

Action taken by the Trustees in closing the library at 5:30 on Monday, December 23, and Tuesday morning, December 24, was officially approved. This action was taken by Trustees Thompson, Yood and Washburn for the protection of the

closing of library

public when it was discovered how very depleted the staff was through sickness.

East Branch

Mr. Washburn reported that he was to meet with Mr. Lane and the Town Manager on the following Thursday morning at 10 o'clock to check the next requisition for payment. He also reported that Mrs. Thompson and the Librarian had visited the East Branch with him the previous week. Progress seemed to be very slow, the mason was ill, bad weather had retarded the work on windows and this had delayed the inside work as heat was needed for plastering, etc. Clerk of the Works Clarence Lundquist was also ill. However, Mr. Washburn reported that he and Mr. Lane had been at the branch that day (Tuesday) and that Mr. Lane, quite upset at what he found, had contacted the heating engineer, and set things in motion so that another week should show progress.

Progress slow at East Br.

At Mr. Washburn's suggestion, it was agreed that Mr. Lane should come to the Trustees' meetings only if it was deemed necessary and he would be so notified in advance.

Mr. Lane should come to meetings only when necessary

The Trustees agreed that, should it be necessary for the East Branch to remain in temporary quarters beyond the expiration date (April 15) of the lease, Mr. Washburn should make arrangements to lease the quarters on a monthly basis.

leasing of East Br.

Mrs. Thompson reported that she had submitted wording for the plaque to Mr. Lane.

plaque wording

Mrs. Thompson and Mrs. Yood reported that they and the Librarian had met with the interior decorator, Mrs. Nancy Clark, to plan colors for rug, walls and furnishings. They expressed complete satisfaction with Mrs. Clark's ideas and commented very favorably on her work. They requested her to present plans for decoration of the inside wall of the Children's Room.

satisfaction expressed with Interior Decorator

Friends of the Library

Mr. Callahan reported that he had received many cards of thanks from staff members for the Trustees' Christmas dinner held on December 14, 1968. He also outlined plans for the meeting to be held on February 25 at which it is hoped that a panel on heart transplants and the implications thereof will be discussed by Dr. Kantrowitz, Dr. Bertocci and Mr. Jalelian, all local residents. Mr. Ben Bova is in charge of this meeting. Tickets for the April program are to be distributed at this meeting..

cards of thanks for Christmas dinner.

Meeting of Feb. 25 (Friends)

The future of the Friends' organization was discussed. It was generally agreed that it might be well for the group to become more formally organized and have its chairman chosen from its membership with a Trustee acting as a liason. between the Friends and Trustees. Mr. Callahan will work toward this goal.

Future of Friends' organization discussed

Mrs. Thompson suggested that the Friends' programs be listed in the Sunday papers under coming events.

All Purpose Room Chairs

The Trustees are very much interested in having the 4/40 stacking chairs by General Fireproofing for the meeting room of the East Branch where color is needed.

4/40 stacking chairs East Br.

It was voted to use some trust fund money, if necessary, to make this possible.

Staff

Sick time records

The Librarian was directed to bring to the next meeting the "sick time" records for a number of the library personnel.

Dedication of East Branch

Mar. 16 or 23 date for dedication East Br.

Although no firm date could be set at the present time, March 16 is the target date proposed for an open house and dedication of the enlarged East Branch. Second choice is March 23. Town Manager and Trustees feel it is important to have the Branch open by Town Meeting time, if at all possible.

Miscellaneous

Ref. Rm. tables & chairs

The Librarian reported that she again had been in contact with Morris Kaplan in regard to the Reference Room tables and chairs, According to Mr. Kaplan, the chair returned for repair had just come back from the factory. He agreed to repair any other chairs which had split, and said that the tables would eventually also be repaired.

Florey Corelli's absence

Florey Corelli's continued absence as a result of the automobile accident to the Rambler was also discussed. According to the Librarian, Mr. Corelli is seriously thinking of applying for a medical retirement as his condition seems to be worsening rather than improving.

The meeting was adjourned at 11 p.m.

The next regular meeting is scheduled for February 11, 1969 at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

January 21, 1969

The Board of Library Trustees met in special session with the subcommittee of the Finance Committee on Tuesday evening, January 21, 1969. Irving Stein, chairman, and Robert E. O'Brien of the subcommittee were present in addition to Town Manager Marquis and Trustees Hoyt, Callahan, Thompson, Washburn, Yood and the Librarian. Prior to the meeting Miss Stromdahl and Mr. Hoyt had prepared and delivered to the subcommittee reports concerning the services the Library provides the Town and an analysis of the budget items for 1969, as had been requested by the Finance Committee.

Special session with sub-committee of Finance Committee

Mr. Hoyt, after a few introductory remarks, turned the meeting over to Mr. Stein. He commented briefly on the objective of the Finance Committee to stem the increase in taxes in 1969 and, if humanly possible, to keep all budget requests at the 1968 level. According to Mr. Stein, the committee did not wish to make specific cuts in the library budget, but would like the Trustees to reach such decisions.

Objective of Finance Committee to stem increase in taxes

In response, Mr. Hoyt reviewed the care which the Trustees had taken in preparing the 1969 budget and mentioned the reasons for enlarging the East Branch. He commented on the need for a children's librarian, custodian, and additional page service for this new facility and the necessary funds to operate this branch.

Needs for E. Branch

A discussion followed. The Finance Committee stated that it was not concerned with Capital Outlay at this time, but wished to consider only operating costs: (1) Personal Services, (2) Expenses, and (3) Out-of-the-State Travel.

Operating costs

The total requested by the Trustees (as recommended by the Town Manager) for these three categories amounted to $423,132 ($427,760 - $4,628 for Capital Outlay).

(1) Personal Services:

The amount requested for Personal Services in 1969 was $330,542. Excluding the School Librarians, the amount appropriated for Personal Services in 1968 was $312,728 ($350,429 - $37,701). However, the letter from Mr. Stein to the Library stated that the Finance Committee wished to bring the appropriations for 1969 to the "level of 1968 plus the amount necessary to meet commitments made at the 1968 Town Meeting."

Personal Services

The 1968 Town Meeting not only voted across-the-board pay increases but included in the appropriation for the Library a Children's Librarian at the East Branch (three months) and a Custodian at the East Branch (6 months). It was the intention at the time both of the Finance Committee and the Library Trustees that these two positions would be filled for twelve months in 1969.

Need for Children's Librarian and Custodian at E. Branch

Including the across-the-board increases voted at the 1968 Town Meeting, the regular step increases, and a Children's Librarian and a Custodian at the East Branch for a full year, the total for Personal Services in 1969 (with no other increases in staff) would amount to $330,264. This compares with the $330,542 requested by the Trustees and approved by the Town Manager.

Total for Personal Services

It was pointed out that instead of using the Custodian full time, Miss Stromdahl had recommended half time work for the Custodian and the employment of a college student for Saturdays and extra page help for the East Branch in order to achieve the maximum service at approximately the same cost.

Half time for Custodian

(In Mr. Hoyt's letter of January 20, 1969 addressed to Mr. Stein, the sum of $326,975 was mentioned as the expenditure for Personal Services with no changes in personnel, but this did not include the full time salary of the Custodian. If the Custodian were to be used full time as had been originally planned and voted, $3289 should be added, making the total expenditure, without an increase in staff, $330,264 for Personal Services.)

Inasmuch as the new East Arlington Branch will not be available until the first of March, it was agreed by the Trustees and the Finance Subcommittee that the budget should include the Children's Librarian and the Custodian for ten rather than twelve months. This would reduce the budget request by $1710 ($1160 for the Children's Librarian and $550 for the Custodian), leaving the total for Personal Services at $328,842 ($330,542 less $1710 = $328,842).

(2) Expenses:

The budget for Expenses was thoroughly discussed and every item was reviewed. It was pointed out by the Trustees that it was possible to hold the line on many items such as library supplies and office supplies and to reduce others such as postage only because the Librarian working with the budget subcommittee had thoroughly reviewed and changed certain operating procedures during the summer. It was stressed that the increases for other items were essential for the new East Branch and that the Trustees believed the East Branch could not be kept open as expected if the budget for Expenses was decreased. No cuts were suggested or recommended.

Budget for Expenses

The total requested for Expenses in 1969, and approved by the Town Manager, is $92,340. The appropriation for 1968 was $85,345; thus the increase for 1969 amounts to $6995.

(3) Out-of-State Travel:

In 1968 the appropriation was $350. The request for 1969 is $250, a decrease of $100.

Summary:

A comparison of Personal Services, Expenses, and Travel as voted for 1968 and as requested by the Trustees and approved by the Town Manager for 1969 yields the following results:

Comparison of Personal Services, Expenses and Travel

	1968		1969
Personal Services (as voted)	$330,264	Personal Services (as reduced by Finance Committee and Trustees)	$328,842
Expenses	85,345	Expenses	92,340
Travel	350	Travel	250
Total =	$415,959	Total =	$421,432

The increase requested for 1969 is therefore $5,473 ($421,432 - 415,959) for the three items which the Finance Subcommittee wished to consider at this time.

If the amounts for capital expenditure are included in the totals, the results are as follows:

1969 request as approved by the Town Manager	$4628
1968 appropriation	1819
Increase	$2809

Thus the total increase for 1969 would amount to $8282 ($5473 + 2809).

It was suggested by Mr. Hoyt that the $7000 (approximately) in unused State Aid for librarians which remains in the Town Treasury be applied to the library budget in 1969 so that the new East Branch can be kept open and serve the public. It was moved, seconded, and VOTED that the Trustees recommend to the Finance Committee that the unused State Aid to librarians which remains in the Town Treasury be applied to the 1969 budget.

Unused State Aid applied to 1969 budget

At the conclusion of the discussion Mr. Stein mentioned that he and Mr. O'Brien might ask for further information on the budget items after they reviewed the figures. Miss Stromdahl and Mr. Hoyt stated that they would be glad to supply any further data that might be required.

After the subcommittee had left the meeting, the Trustees turned their attention to the East Branch. Mr. Washburn acquainted the Town Manager and the Board with the problems which had developed from lack of communication between the architect, the Town's electrician's office and the Boston Edison Company. Instead of having the electrical conduit enter the building underground, it has been located on the front of the building and the panel box has been erected on the middle wall in the multi-purpose room. After much discussion, the Town Manager said he would look into the matter.

Problems of E. Branch

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Library Board of Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

February 4, 1969

The Board of Library Trustees met for its regular meeting on Tuesday evening, February 4, 1969, at 7:30 in the Historical Room of the Library. Present were Messrs. Callahan, Hoyt, Washburn, Mesdames Thompson and Yood, and the Librarian.

Correspondence consisted of a letter from the Massachusetts Library Association relative to House Bill 1333, filed by Speaker of the House Robert H. Quinn on behalf of the Association for action to amend Chapter 760, Acts of 1960, an Act providing State Aid for Free Public Libraries. All the board members agreed to speak to the local representatives urging their support of this bill.

Letter from MLA re: State Aid

There was also a communication from Mrs. Kirby Davidson, Vice President of the Arlington Art Association, in regard to a project to make available to the people of Arlington an exhibit of the works of Cyrus E. Dallin. The Librarian was directed to contact Mr. Purcell for assurance that the Trustees have authority to grant the request to reproduce a representative number of Mr. Dallin's most celebrated subjects: and, if so, to notify the Association that the Trustees will accept the custodianship of such a collection once completed, "on temporary loan." (Copy of Mrs. Davidson's letter has been entered in the Secretary's book.)

Exhibit ofworks of Cyrus E. Dallin

Notice of the February Massachusetts Library Association meeting was also brought to the attention of the Trustees.

MLA meeting

The minutes of the January meeting were approved as presented by Mr. Hoyt.

At eight o'clock the Town Manager was welcomed to the meeting.

Personnel

Mrs. Yood asked for a vote confirming the appointment of Miss Barbara Dill to the position of Children's Librarian at the Edith M. Fox Branch. Miss Dill is a graduate of Wheelock College, has taught school in Malden, Massachusetts for one year after which she entered the Library School at Syracuse University to study for a Master's Degree in Library Science. She expects to continue this work at Simmons School of Library Science. Her references are outstanding.

Appt. of Barbara Dill Chil. Librarian Fox Br.

Voted: to hire Miss Dill at the salary rate of LS 2, Step 1, $6500.

Voted to hire Miss Dill

Friends of the Library

Mr. Callahan briefed the Trustees on the upcoming meeting of the Friends, to

be held in the Library Hall on Tuesday, February 25, with coffee served at 7:45 and the meeting scheduled for 8:15 with Ben Bova as Panel Chairman.

F. of L. meeting Feb. 25

In connection with the library program in April, it was voted to hold the reception at the Main Library, not at the Edith M. Fox Branch as had been suggested earlier.

Library program in April - reception to be held at Main Lib.

East Branch

Mr. Washburn summarized the meeting held in the Town Manager's office the preceding Tuesday relative to the changes to be made in the switch boxes, electrical work, etc. at the Edith M. Fox Branch. In addition to the Town Manager and Mr. Washburn, Messrs. McCabe (Building Inspector), Reed (Town Electrician), Lundquist (Clerk of the Works), Lane (Architect), Chopoorian (Electrical Engineer), and Toscano (Electrical Contractor) were present. As a result of the discussion which took place, it became evident that the original specifications had called for conduits and cables to enter the building underground. Because of advice given the electrical engineer by the Edison Company, however, the architect, without issuing a change order for the Trustees to approve, authorized a change in the plans to have conduits run down the front of the building, causing a change of plans inside the building as well. According to Mr. Washburn, the Town Manager strongly felt that the switch boxes should be moved to the panel with cables coming into the building underground.

Changes in elec. work at Fox Branch

Mr. Marquis estimated the cost to be between $2200-$2500, while Mr. Lane's electrical adviser felt it would run into $4000-$5000. Mr. Lane was to get costs for making the change.

Cost estimate

The Trustees agreed that an effort should be made to have the architect assume the cost for this work, and the Town Manager agreed to meet with the Trustees and the architect the following Friday afternoon at 4:00 in his office to discuss the matter and come to some agreement.

Meeting Re; this change and cost

In answer to a number of questions, Mr. Washburn assured the Trustees that baffles would be attached to the heating units in the all-purpose room, that the rooms would be zone controlled, that electric heat would be used in the children's room toilets and the custodian service area.

Attachment of baffles

Plaque

Over Mr. Washburn's objections it was decided that his name should appear first on the plaque as Chairman of the Building Committee, and Mrs. Thompson was directed to alert Mr. Lane of the change.

Mr. Washburn's name on plaque

Chairs for Multi-Purpose Room

The Trustees voted to request Mr. O'Leary to proceed to order the chairs for the multi-purpose room from the General Fireproofing Company, the difference in price between those recently purchased for Town Hall and the price charged by the General Fireproofing Company to be taken from Trust Funds. This action was approved by the Town Manager.

Chairs for multi-purpose room

Open House

The date for Open House was changed to Sunday, April 13. Mr. O'Hara is to be requested to supply help in moving the books back from the temporary quarters.

Date of Open House on April 13

Library Goals

The Librarian presented a set of library goals (copy attached to minutes in Secretary's book) which, after some discussion, was laid on the table until the next regular meeting.

Library goals presented

Arlington Heights Study Club

The Librarian reported that the Arlington Heights Study Club wished to make a gift of some kind to the Dallin Branch Library. One suggestion was to support a program on LSD to be presented at the Branch, expenses in the amount of $50 to be paid by the Club. In the light of the present programs being presented to Junior and Senior High School students it was the decision of the Trustees that a gift of $50 for books on the subject would be preferable. The Association is to be so informed.

Gift by Arlington Heights Study Club to Dallin on LSD

Trusteed Funds

Mr. Purcell, Town Counsel, is to be approached by the Librarian to ascertain if it is legal to combine the interest of funds left to the Library for similar purposes in one account for ease of payment of bills. If Mr. Purcell raises no objections it was voted to request Mr. Coughlin to proceed with such a program.

Trusteed funds program

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

February 17, 1969

The Trustees met in special session on Monday morning, February 17, 1969, at 9 o'clock in the Business Room of the Library. Messrs. Hoyt, Washburn and Callahan and Mesdames Yood and Thompson and the Librarian were present.

Mr. Hoyt read a communication from the Town Manager indicating that he strongly feels that the electrical changes at the Fox Branch should be made inside the building as well as outside, and that the "changes necessary to adhere to the building specifications relative to the electrical appurtenances should be done at the expense of the architect and contractor." After some discussion the Trustees decided that this matter should be left in the hands of Mr. Marquis.

Re; Electrical changes at Fox

The Trustees then turned their attention to the matter for which the special meeting had been called; namely, Mr. Robert O'Brien's request made to the Librarian for suggestions for reducing the 1969 budget. In a meeting with Mr. Hoyt and the Librarian on Friday afternoon, February 14, Mr. O'Brien (of the Finance Committee) had again stated the position of the Finance Committee "to keep the 1969 budget appropriations on a level with those of 1968." He expressed the need for help in selecting areas wherein this could be accomplished.

Reduction of 1969 budget

After Mr. Hoyt's departure to meet another engagement, Mr. O'Brien asked the Librarian to list some possible reductions in library services if the expenses had to be cut by some $20,000-$30,000, and requested her to supply him with this information on Monday morning, February 17.

Meeting Feb. 17 re: reductions in budget

Wishing to cooperate with the Finance Committee, but realizing this was a policy matter for the Trustees to determine, the Librarian referred the matter to the Library Board. This Monday morning meeting was the result.

Matter referred to Library Bd.

After considerable discussion, weighing pros and cons, the Trustees came to the only solution possible.

Cutting the "Expenses Account" could not produce the needed savings; curtailing library services by reducing personnel seemed to be the only answer. By cutting the hours at the Main Library from 9 to 9 daily, Monday through Friday, and 9 to 6 on Saturday, to 9 to 6, Monday through Friday only, (close all evenings and Saturdays) $25,000 could be saved. This reduction in hours would eliminate much of the regular part-time help amounting to $24,000 and an estimated $1,000 could be saved on light. This program would exclude the use of the Library Hall by all civic and cultural groups, and would rule out all Saturday programs

Curtailing of library services by reducing personnel and cutting hrs.

for children.

Curtailing of hrs. at Dallin and Fox. Savings estimated

In addition, hours at both the Vittoria C. Dallin and the Edith M. Fox branches would be curtailed to 1 to 6, Monday through Friday, and 9 to 12 two mornings a week. All children's services, as well as evening and Saturday schedules, would be completely eliminated. Use of the new auditorium at the Fox Branch would also be ruled out. Resultant savings would be $7,000 at Dallin and $12,000 at Fox. Total savings would amount to approximately $44,000.

The Librarian was instructed to notify Mr. O'Brien of the above reductions in service which would be necessary if the budget has to be reduced.

The meeting was adjourned at 12 noon.

Respectfully submitted,

Judith E. Stromdahl
Head Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 4, 1969

The Board of Library Trustees met in the Historical Room on Tuesday evening, March 4, 1969, at 7:30. Mesdames Yood and Thompson, Messrs. Washburn, Hoyt and Callahan and the Librarian were present.

The minutes of the February 4, 1969 meeting were accepted as prepared and distributed.

Page 1, paragraph 2 of the minutes of the February 17, 1969 meeting were amended to read as follows:

Mr. Hoyt read a communication from the Town Manager indicating that he strongly feels that the electrical changes at the Fox Branch should be made inside the building as well as outside, and that the "changes necessary to adhere to the building specifications relative to the electrical appurtenances should be done at the expense of the architect and contractor."

Electrical changes at Fox

Mrs. Thompson, Mrs. Yood and Mr. Washburn were in agreement that the changes inside were not necessary. They felt that the enclosure on the inside wall would not in any way be detrimental to the appearance of the room. After some discussion, however, the Trustees agreed that the matter should be left in the hands of the Town Manager inasmuch as Town monies were involved.

Changes in hands of Town Mgr.

Correspondence

Correspondence consisted of a copy of a letter from Betty Howell to the Board of Selectmen commending the service being rendered by the Robbins Library to the community; a letter from the Arlington Ladies' Lodge #1709 requesting use of the Junior Library Hall or that of the Edith M. Fox Branch for next season; and a letter from the Arlington Catholic Woman's Club inviting representatives of the library to attend a March 18 meeting at which Rev. Roger Palmquist will speak on the subject "Be Glad You're a Girl."

Corres. re. service, use of Lib. Hall, invitation to attend Arl. Catholic Women's Club

Friends of Library

It was reported that Mrs. Donald A. Pettee had agreed to act as Ticket Chairman for the National Library Week program, and Mrs. Benjamin Beninati as Co-Chairman. Others who are to serve are:

Mrs. Donald Pettee Ticket Chm and Mrs. Beninati as Co-Chairman N.L.W.

Special Notices - Mr. Ben Bova
Admissions - Mr. John W. Reilly
Ushers - Mrs. Garret Hynson
Programs - Mrs. Kirby Davidson
Hospitality - Mr. and Mrs. Albert J. Gustaff
Reception - Mrs. Horace Homer
Poster Distribution - Mr. Norman H. Magnuson
Stage Arrangements - Mr. Norman R. Jacobsen
Treasurer - Mr. William Harmon Farrow

Committee listed
for N.L.W. program

Library Rambler

As the Rambler is completely out of commission and is not to be repaired, the Town Manager's office has requested the Public Works to supply transportation for books to and from the branches and the main library three times a week until a new vehicle can be purchased after Town Meeting has voted on the budget. A transfer of funds cannot be granted to purchase the vehicle earlier.

The Librarian was directed to write a letter of appreciation to the Park Department for its cooperation in transporting the snow blowers to the branches during the recent storms.

Rambler out of commission. Public Works to supply transportatio

East Branch

As the rental lease for the temporary quarters of the East Branch expires on April 15, 1969, it was voted not to request an extension, but to close the branch on April 1 and have all materials moved to the renovated branch by April 15. The Librarian was directed to contact Mr. Purcell for a ruling in regard to the shelving which had been installed in the stores by the library. Can the library claim and remove it?

Moving out of temporary quarters 4/1

Mr. Washburn also mentioned that he had been told that Mr. Athens was bringing suit against the Town, the contractor and the Trustees, the case to come up in November.

Mr. Athens bring- suit against Town

The problem of removing snow along the side of and in back of the branch was discussed briefly. A path must be kept open for the tenants of the stores which open into the alleyway.

Snow removal problem

Budget

The Chairman, Mr. Hoyt, reported that the Finance Committee had made the following budget recommendations:

Budget recommendations

Personal Services - $328,832 which was the recommendation of the Town Manager minus $1710 (1/6 of the salaries of the Children's Librarian and the custodian at the East Branch, agreed upon by the Trustees).

Expenses - $85,345 reduced from the Town Manager's recommendation of $92,340 to the budget appropriation of 1968.

Capital Outlay - $4,628, the figure approved by the Town Manager.

Out-of-State Travel - $250 as approved by Town Manager.

Total recommendation - $419,055.

The Finance Committee in cutting expenses in the amount of $6995 made no recommendations as to what items should be reduced.

Mr. Hoyt reviewed the expense budget. He noted that 13% of the recommended budget of $419,055 was $54,477.15. This is the amount which must be spent for the six items, including books, periodicals, microfilm, bindery, phonorecords and films if State Aid is to be received. The Town Manager's recommendation of $57,300 for these items could be reduced by $2823. It was felt that it would be imprudent to cut this book budget below the 13% and lose the State Aid. No cuts seemed to be possible in the fuel, light, and telephone accounts, nor in the last ten items listed under Expenses-Detail (sheet 2 of the yellow pages). Maintenance, by eliminating necessary work such as painting of the Dallin Branch for which $2000 had been recommended and the pointing of Junior Library at $825, could be reduced to $3000. The resultant figure, however, is still short of the desired cut, and to neglect upkeep of buildings is considered to be poor policy. Buildings must be properly maintained.

Expense budget reviewed

Mr. Hoyt further stated that the Board could go before the Town Meeting with a request to restore the budget, or to present a revised budget of approximately the same total as that of the Finance Committee, by transferring monies from Personal Services to the Expense Account if a savings could be made in the Personal Services Account. After considerable discussion, it was decided that the Librarian was to see what savings could be realized by closing the library and its branches one day a week. This action could eliminate the use of some page and part-time help. It was voted: "That a substitute motion for the library budget should be prepared readjusting the Personal Services and Expense Accounts to bring the budget to approximately the same amount as recommended by the Finance Committee." In order to accomplish this it will be necessary to provide less service, perhaps closing the library evenings or for a day such as Monday.

Revised budget plan

The next meeting was scheduled for Tuesday evening, March 18, 1969, a special meeting to decide what action should be taken on the budget so far as Town Meeting is concerned.

Library Goals

Action on the statement of library goals was again tabled until the next meeting.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 18, 1969

A special meeting of the Board of Library Trustees was held on Tuesday evening, March 18, 1969, at 7:30 in the Technical Services Department. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn and the Librarian.

Savings re. budget

The budget being the main reason for this special meeting, Mr. Hoyt immediately brought this item to the attention of the Board. He reviewed briefly the dilemma in which the Trustees found themselves as a result of the action of the Finance Committee in cutting the Expense Account by some $6995. He presented three courses of action which the Trustees could take, namely, closing the library all day on Mondays from 9 a.m. to 9 p.m., closing all day on Saturdays from 9 a.m. to 6 p.m. or closing Tuesday and Friday evenings from 6 to 9 p.m. After some discussion, the Trustees decided to accept the Librarian's recommendation to close the library on two evenings and it was unanimously voted that:

Closing of Library Tues. and Friday evenings

1. The library should be closed on Tuesday and Friday evenings in order to effect the savings necessary to meet the budget recommendations of the Finance Committee.

2. This move should become effective May 1, 1969.

3. A substitute motion for Article 41, Budget #39 should be prepared for presentation by Mr. Hoyt at the Town Meeting, substituting the following figures for those in the Report of the Finance Committee.

Personal Services	$321,526
Expenses	92,340
Capital Outlay	4,628
Out of State Travel	250
	$418,744

Considerable discussion revolved about the effect the evening closing will have on the use of the Junior Library Hall and the multi-purpose room at the Edith M. Fox Branch. It seemed to be the general opinion that the halls should

not be used by any group when the libraries are not open to the public.

It was agreed that Mr. Purcell should be requested to prepare the substitute motion. In presenting the motion Mr. Hoyt mentioned that he probably would

1. Inform the Town Meeting members that the recommendations of the Finance Committee could be lived with only if State Aid were forfeited, a step not prudent in the eyes of the Trustees. To cut the normal maintenance appropriation would be another unwise step and could be considered to be false economy.

2. Make the Town Meeting members aware that the steps taken by the Trustees to effect the necessary savings will involve cutting some library service.

3. Mention that the Trustees regret that the State Aid monies cannot be used to augment the budget so that the above cuts need not be made.

4. Explain the steps taken to effect the necessary cuts: i.e. the changes made in the Personal Services and Expense Accounts.

Substitute motion prepared re. savings and necessary cuts

East Branch

Mr. Washburn reported that the ceiling and electrical work should be completed this week (March 17-22) and that tile men were expected to start laying the tile floors on the lower level and the carpet men the carpets on the main floor this coming week. Mr. Washburn also reported that plans were being made to move the books and equipment from the temporary quarters to the new building during the first two weeks of April, completing the job by April 15. He reported that Mr. O'Hara has been contacted in regard to the moving but that to date he has not agreed to have his men do the moving. If necessary, an outside mover will have to be engaged and Casey & Hayes of Winchester were suggested.

Ceiling and electrical work should be completed

Moving of books planned

Mrs. Thompson reported that Mr. Schwamb had submitted the lowest bid for the wall case and planters, his price being $900.

Voted: That the bid for the special wall display cases and the planter be awarded to Schwamb and Co.

Re. bid for wall display cases

She further recapitulated expenditures to date from the $2500 set aside or allowed in the General Contract for this special project. The wall covering cost $370, and the planters will probably be in the vicinity of $200. No price has been set for the plants, but presumably there will be a few hundred dollars balance in this account.

Mrs. Yood reported that she, Mrs. Thompson and the Librarian had spent several days searching for furniture for the Staff Room and had succeeded in finding a divan, chair, end table, lamp and dinette set (table and six chairs) for the sum of $404.95. Some of this furniture was purchased at Dudley Furniture and Appliance Store and some at their warehouse during a one day warehouse sale.

Furniture for staff room purchased

National Library Week

Mr. Callahan reported that all the key workers for the National Library Week effort had been secured. Mrs. Thompson was asked to make reservations for the dinner at the Winchester Country Club for the Trustees and their guests, the

N.L.W. workers secured

time to be 5:45, April 30.

The Librarian was requested to ask Mr. Phillip Dolan, Director of the Cambridge Public Library, to participate in the program by supplying the library commercial.

Personnel

Mrs. Yood announced that Mr. Perkins, Head of Circulation Department, had tendered his resignation to accept the position of Director of the Bay Community College of Watertown at a salary of $12,000. His resignation was accepted with regret.

Resignation of Mr. Perkins

Insurance

Mr. Marquis, in a memorandum, requested the trustees to ascertain the value to be placed on the new branch for insurance purposes. It was agreed that the figure should include the cost of the building, approximately $254,578 plus the furnishings at $31,000 plus the value placed on the books or the amount presently being carried on the branch.

Insurance fo Fox Br.

The next meeting was scheduled for Tuesday, April 8, 1969.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 8, 1969

The Board of Library Trustees met in special session on Tuesday afternoon, April 8, 1969, at 4:30. Present were Trustees Callahan, Hoyt, Thompson and Washburn and the Librarian, Judith E. Stromdahl.

Re: budget at Town Meeting

The meeting was called to discuss what action should be taken in regard to the budget at Town Meeting.

State Aid money to be used

After much discussion it was finally decided to propose use of the new State Aid money which had been received by the Town the previous day, in order to avoid closing the libraries as had been previously recommended.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 8, 1969

The trustees met for their regular monthly meeting on Tuesday evening, April 8, 1969, at 7:30 in the Historical Room. Those present were Trustees Thompson, Hoyt, Washburn, Callahan, Town Manager Marquis, and the Librarian, Judith E. Stromdahl. At 8:30 the Chairman of the Finance Committee, George Rugg, joined the meeting at the invitation of Mr. Hoyt.

The first item of business to be discussed was the Fox Branch.

Electrical Work

Mr. Marquis reported that he had heard nothing from Mr. Lane since Mr. Lane and Mr. Toscano had met with him in his office to discuss the matter. New figures were to be forthcoming.

Fox Branch discussion re. electrical work

Mr. Hoyt suggested three possible courses of action.

1. Have the work completed according to present plans and at a later time make desired changes, taking down the conduits on the outside - going underground with them.

2. Accept the charge order amounting to $4690.

3. Continue to wait it out.

After much discussion it was decided that Mr. Marquis would contact Mr. Lane and try to get a new figure for the work within a week. If figures are not received by April 14 or 15, the work should then proceed as presently constituted. If cost figures are received, the Town Manager and trustees will determine the course of action.

Fence

Erection of fence between library property and property of Mr. Athens

Mr. Marquis questioned the desirability of erecting the fence between the library property and that of Mr. Athens. After some discussion it was decided that a letter should be sent to Mr. Athens suggesting that a fence might detract from the appearance of both properties and ask him if he would be in agreement not to have the fence erected.

Doors

In regard to the doors for the stores on Massachusetts Avenue, it was voted to send a letter to Mr. Street stating that the town has a written contract with

the owner, that all plans are in the general contract and that any problems should be resolved between tenants and the owner's agent. Mrs. Thompson, who made the original contacts, was requested to write this letter.

Doors for stores on Mass. Avenue

East Branch

Mr. Washburn reported that all the books had been moved to the Fox Branch by the Public Works Department, and that just a few pieces of furniture remained to be moved. He will inspect the stores with Normand Paradis when work is completed and turn the keys back to owner's agent.

Moving of books and furniture about all completed

Mr. Washburn also reported that he was not completely satisfied with the installation of the carpet at the Fox Branch and was planning to speak to Mr. Hauser in regard to the matter.

Mr. Washburn not satisfied with carpet.

Budget

The rest of the evening was spent on the budget and the substitute motion to be made at Town Meeting.

Mr. Rugg was quite candid in his opinion. He felt the library hours should not be cut, and stated that, in his opinion, the Finance Committee would not agree to use new State Aid money to increase the budget figure as proposed by the Finance Committee. He suggested cutting personal services to achieve the desired cut.

Mr. Rugg does not want library hours cut

The Town Manager agreed with Mr. Rugg that the library hours should not be cut, and strongly urged a reduction in the Personal Services budget.

Town Mgr in agreement. Prefer cut in Personal Services

It was also felt that the Finance Committee would not accept a compromise solution by adding any amount to the proposed budget.

The Librarian suggested elimination of Capital Outlay expenditures, even though all items were needed.

Librarian suggests cut in Capital Outlay

Mr. Hoyt pointed out that some change could be made in the category of books and some maintenance items be postponed until next year.

It was finally decided to present the following substitute motion:

ROBBINS LIBRARY AND BRANCHES
(Town Manager)

Personal Services	$327,609.00
Expenses	87,740.00
Capital Outlay	

(to be expended substantially as follows)

Phono Record Bin	$179.00
45-Tray Expandable Card Catalog	600.00
Jumbo File	175.00
Station Wagon	2,500.00

3,454.00

Expenses incurred outside the Commonwealth as described in General Laws, Chapter 40, Section 5, Paragraph 34	250.00
SUB-TOTAL	419,053.00
State Aid to Libraries	7,464.75
TOTAL	411,588.25

Detail Personal Services

Librarian	11,876.00
Library Assistants	277,215.00
School Librarians	- - -
Custodians	38,518.00
TOTAL	$327,609.00

Board of Selectmen

The trustees were requested to meet with the Selectmen in their offices at 7:15 on Wednesday, April 9, prior to Town Meeting.

The meeting was adjourned at 12:10 a.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 28, 1969

The trustees met in special session on Monday afternoon, April 28, 1969, at five o'clock in the Director's office. Present were Chairman Hoyt, Trustees Thompson, Yood and Washburn and the Librarian, Judith E. Stromdahl.

The primary reason for the meeting was to determine the date for the Open House at the Edith M. Fox Branch and to make necessary arrangements for the event.

Voted: To hold Open House at the Fox Branch on Sunday, June 1, 1969 from 3-5 o'clock with brief ceremonies at 4 o'clock.

Mrs. Maude Thompson agreed to prepare the program which is to include remarks by Mr. Hoyt, the Town Manager, the Library Director (who will introduce Mrs. Colcord and staff of Fox Branch) the Chairman of the Selectmen, and the benediction by Rev. Lewis W. Williamson of the Trinity Baptist Church. The latter, who will soon be leaving the town, is the senior clergyman of East Arlington.

It was also decided to serve refreshments such as punch and cookies, and to request Mrs. Elsie Fiore to make the necessary arrangements.

Before the conclusion of the meeting, details for the library program scheduled for the following Wednesday were briefly checked and a vote was taken to keep the library open on Saturdays through June 21 due to the late closing of the schools. The Saturday following June 15 has been the customary date for closing the library on Saturdays for the summer months.

The meeting was adjourned at 6 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 17, 1969

The regular meeting of the Board of Library Trustees postponed from Tuesday, May 13, was held on Saturday morning, May 17, 1969, at 9:30 at the Edith M. Fox Branch Library. Present were Chairman Hoyt, Trustees Thompson, Washburn and Yood, and the Librarian.

Open House

The first item on the agenda was the Fox Branch Open House to be held on Sunday, June 1, from 3-5 p.m.

Mrs. Thompson who had previously been designated to prepare invitations and programs reported that invitations were in the hands of the printer and that 500 envelopes were being addressed by the staff. After some discussion, it was decided to have additional invitations printed.

With a few changes, the trustees approved the program sample which Mrs. Thompson had prepared, and Mrs. Thompson agreed to contact the printer.

Fox Branch Open House invitations and programs printed

Flowers for the main desk and the refreshment table are to be ordered by Mrs. Yood who reported that Mrs. Fiore is arranging with members of the P.T.A.s and other East Arlington residents to provide the refreshments.

Flowers to be ordered and refreshments provided

According to Mr. Washburn, the Briand Studios have agreed to take photographs of the inside of the branch for the records, and will also take pictures at the Open House. Mrs. Yood suggested that a picture also be taken to use on the programs.

Photos to be taken by Briand Studios

The librarian was asked to provide staff members to be stationed at the various stations during the Open House, and to secure a loud speaker to be placed behind the main charging desk.

Loud speaker to be use

Fox Branch

Mr. Washburn reported that the Edison Company had completed its work at the branch and that the electricians were also almost through.

Electrical work completed

Mr. Washburn described the proposal made by Mrs. Clark, the Interior Decorator, to take care of the areas over the four radiators, and quoted the approximate figure of $75 for each area. The board approved the proposal.

Areas over 4 radiators taken care of

The Board also voted to have the black base installed at the desk.

Black base installed

After a tour of inspection to the rear of the building, the trustees decided that it would be advisable to install a gate between the Athens garage and the Fox Branch building to prevent use of this area as a gathering place for young people after library hours.

Gate to be installed at rear of building

Friends of Library

The trustees checked the list of bills submitted by Miss Elizabeth Hodges for the National Library Week program.

Re: bills for NLW program

Voted: to use the income from the affair to pay as many bills as possible with the exception of the reception which is to be paid from trust funds. Approximately one hundred dollars for future expenses and the $300 earmarked for the Fox Branch should be kept in the Friends account. If necessary, the book lists and photographs can be paid by trust funds.

Copier

Reports were submitted showing income from the Savin machine and expenses incurred in its operation. Including a carry over from the Dennison machine of $91.35 on December 1, 1968, the income as of May 15, 1969 was $954.00. Expenses for the same period totalled $878.15. This figure includes coupons for 20 rolls of paper at $10 a roll still on hand. A total of 15,429 copies have been made, 5,889 of which have been made for staff and trustee use and for which no town funds have been used.

Reports from Copier machine

Resignation

The resignation of Mrs. Muriel Chandler from the staff effective May 31 was accepted.

Resignation of Muriel Chandler

Fox Branch Hours

It was voted to keep the branch open from 9 to 9, Monday through Friday, during the summer months, - 9 to 6, Saturday, during the winter.

Hours at Fox Branch

As there were still a number of items to be disposed of when the noon hour arrived, it was voted to meet again on Tuesday evening, May 20, at 7:30 at the Fox Branch.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 10, 1969

The Board of Library Trustees met for its regular monthly meeting on Tuesday, evening, June 10, 1969, at 7:30 at the Edith M. Fox Library. Present were Chairman Hoyt, Trustees Callahan, Thompson, Washburn and Yood, and the Librarian, Judith E. Stromdahl.

Correspondence consisted of (1) a letter from Mr. Nicksay, Executive Secretary of the Board of Selectmen, congratulating the trustees on the "planning and completion of the new Edith M. Fox Branch for which the Town owes them a deep debt of gratitude," and (2) a note from Robert Brosnan, former trustee, regretting his inability to be present at the Open House.

Letter of congratulations from Bd. of Selectmen on Fox Br.

Friends of Library

The program of library outreach suggested by Miss Hodges for the Friends of the Library was discussed. Mr. Callahan recommended that it be tried, and all members of the Board felt it would be a good project for the Friends to undertake. It was suggested that a survey of other towns be made to see what has been done along similar lines.

F of L outreach

Edith M. Fox Branch

Mr. Washburn reported that (1) Mrs. Colcord had pointed out a "dark spot" in the Adult area where it was hard to read titles of books.

(2) the telephone had been connected although the telephone pole was still standing.

Re: telephone

(3) a leak had developed in the air conditioning unit in the ceiling of the multipurpose room. Mr. Washburn had been in touch with Mr. Lane and Mr. McCormick in regard to the matter.

leak in ceiling of multipurpose room

(4) Mr. Athens had been to Mr. Sullivan's office at Town Hall to complain about the air conditioner. Mr. Washburn reported that Mr. Lane and the engineer felt that the air conditioner should not be turned off each evening. If this must be done, however, an automatic switch should be installed. A baffle could be the answer to the problem, but this is expensive. The engineers were to make a report on their position in the matter.

Complaint of air conditioner by Mr. Athens to T. Hall

(5) Mr. O'Hara at the Town Manager's request had been down to survey the situation and is to give an estimate of the cost of installing a lift or

hoist, a gate and the fence.

Mr. Washburn also reported that Mr. Marquis definitely wishes to be consulted on all future expenditures for the Branch.

T. Man. wishes to be consulted on expenditures

It was agreed that payment for the painting of the radiators should be made, also the area pieces to be fitted on the wall over the four radiators, quoted at $75 each.

The librarian was authorized to put through the bill for the remaining amount due on the carpet installation by Houser if approved by Mr. Lane.

Re: radiators & carpet

The librarian was also directed to remind Mr. Fain that he is to rehang the draperies.

draperies

Voted: to use Elbridge Farmer Funds for expenses incurred for Open House.

Elgridge Farmer funds for Open House

Personnel

Mrs. Yood recommended Mrs. Susan Wagner of 26 Howard Street, Arlington, to replace Mr. Perkins as Head of Circulation. Mrs. Wagner is a graduate of Smith College (1960) and has a Master's Degree in Library Science from Simmons College. She has served as Head of the Music Department of the Providence Public Library and cataloger at Wesleyan College, and comes highly recommended from both these libraries. Because of her training and experience, her salary rate was set at $8428 (LS3-Max).

Re: Mrs. Wagner as Head of Circulation

Voted: to hire Mrs. Wagner as Head of the Circulation Department at an annual salary rate of $8428 (LS3-Max).

Mrs. Wagner to be hired

Trustees Meeting

Mr. Hoyt reported briefly on the plans for the June 17 meeting to which trustees of a number of the surrounding towns had been invited. After calling the Chairmen of the Belmont, Medford, Watertown, Lexington, Winchester and Cambridge libraries on the phone, Mr. Hoyt said that he also wrote to each one suggesting that they let him know if there were any particular topics they wished to have discussed. It was agreed that Mrs. Thompson and Mrs. Yood would make arrangements for the coffee hour to be observed before the meeting.

Trustees meeting of June 17 (from) neighboring towns

The date of the next meeting was set for July 8 at 7:30 at the Edith M. Fox Branch.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 8, 1969

The trustees met for their regular monthly meeting on Tuesday evening, July 8, 1969, at 7:30 at the Edith M. Fox Branch Library. Present were Chairman Hoyt, Trustees Callahan, Thompson and Washburn, and the Director, Judith E. Stromdahl.

The minutes of the last meeting were read and accepted as presented.

Correspondence consisted of the following:

1. A letter to Mr. Hoyt from Mr. James P. Athens asking what, if any, action was being taken by the Board in regard to eliminating the noise made by the air conditioner at the Fox Branch. (Mr. Hoyt read the reply he had sent to Mr. Athens after clearing it with the Town Manager.)

Noise of air conditioner at Fox.

2. A letter from the American Library Trustee Association urging immediate action on the part of the trustees in contacting their congressmen in regard to the proposed drastic reductions in federal funds for libraries and for education now being considered by the Congress.

Federal funds

> Voted (unanimously): that the trustees of the Robbins Library send a letter to their representative and two senators protesting the cuts and urging that all possible means be taken to have funds restored.

Letter to be sent re: cuts

> Voted: that a letter also be sent directly to the White House.

3. A letter from Beckwith Elevator Company enclosing a sample copy of a service contract for consideration and approval.

Elevator Co. contract

As there are no funds available for such a contract, it was decided to delay action and include this item in the 1970 budget.

4. A memo in regard to insurance for glass at the Edith M. Fox Branch Library.

Insurance for glass at Fox

5. Copies of letters from sub-contractors to the Petrocelli Construction Company regarding unpaid bills.

6. A letter from a Miss Ronnie Ginsberg requesting use of the multi-purpose room at the Edith M. Fox Branch for a "cultural-educational event to be given by the new renaissance (an idea and opinion quarterly based locally in Arlington)."

Use of multi-purpose room

Voted: that the sponsors of the event be allowed the use of the room provided there is no promotion or selling of the magazine involved.

If the sponsors are interested in further use of the hall, they are to furnish the trustees with a copy of the magazine and information as to whether or not the magazine is incorporated.

Reports - Edith M. Fox Branch

Mr. Washburn gave a brief report on the recent flood at the new Branch caused by water pouring into the basement through the walls of the old East Branch from Massachusetts Avenue. Fortunately no permanent damage was done and the men from the Public Works Department responded to an SOS and made necessary repairs in the street.

Flood at Fox

Mr. Washburn called attention to the safety bars which have been installed on the foyer doors. He noted that the bars were not the right color and said that Mr. Lane is contacting the contractor to have them restained to match the fruitwood shelving and furniture.

Color of bars on doors

Mr. Washburn also reported that Mr. Street, representing the owner, Mrs. Mahoney, had contacted him in regard to plans for improving the appearance of the two stores adjoining the Branch. As representative for the owner, Mr. Street must go before the Appeal Board of the Town and he requested Mr. Washburn's signature. Mr. Washburn told Mr. Street that he, as an individual, would not sign. If Mr. Street wished action from the trustees, he should contact the Board and make his request to them.

Appearance of stores adjoining Fox

A requisition for final payment has been received from Mr. Lane, Mr. Washburn told the Board, but would not be approved for payment by the Town Manager until all claims and penalties against the contractor are settled.

Final payment requisition

According to the Director, circulation at the Edith M. Fox Branch was 10,014, a gain of 5610 over June of 1968. Miss Stromdahl also commented on a number of requests received at the Branch, including one for a "copier" for use of the public.

Gain in Circulation

The trustees considered this request but voted to await action until a later date. The librarian also reported that the collection of Easy Books and Picture Books at the Branch was sadly depleted. After some discussion the Board voted to take $1000 from the Henry Mott Fund to use for the purchase of books for the Edith M. Fox Branch.

Copier wanted and more books

Salaries

The Director alerted the trustees to the fact that a real inequity exists in the 38 hour week which the library assistants (AG1 AG4) work as compared to the 35 hour week which personnel in the other departments of the Town in the same category work.

inequity in 38 hr. week

All clerks, bookkeepers and secretaries, whether civil service or not who are classified as AG personnel in the classification and pay plan other than the library assistants, have for years worked a 35 hour week, 156 hours less than the AG personnel at the library. Furthermore, when part-time help is used, the hourly rate of pay for library assistants has been less than that for similar help in other departments. The trustees agreed that this condition is unjust and asked the

Director to bring the matter to the attention of the Town Manager.

Budget

Already thinking of the budget for next year, the trustees requested the Director to prepare for the next meeting an analysis cost for each department.

Analysis
cost for
each dept

Trustees Meeting

Mr. Hoyt briefly reviewed the reactions of the library trustees of the neighboring communities.who accepted the invitation to meet with the Robbins Library trustees at the Fox Branch on Tuesday evening, June 17. Representatives from Winchester, Watertown, Belmont and Medford were present. Subjects discussed ranged from collective bargaining to cooperative cataloging. It was generally agreed, however, that the first step in cooperation should be reciprocity of library borrowing privileges.

Meeting
of trustees of
neighboring
towns

Mr. Hoyt reported that he had sent letters to the trustees thanking them for their cooperation and stating that the Arlington Board would be happy to meet again to explore further possible ways in which neighboring libraries might work together for the benefit of both libraries and taxpayers if the trustees so wished.

Miscellaneous

Mr. Washburn pointed out that there was no indication on the Cleveland Street side of the building that it was a branch library and recommended that the name be added on the front of the building. The Director was asked to speak to Mr. Lane in regard to this matter and also to look into the possibilities of getting a sign for the front of the Vittoria C. Dallin Branch on Park Avenue as well.

Name tc
be
added
on Fox
and
Dallin

Miss Stromdahl was also asked to remind Mr. Lane of the need for a different type of lock on the gate at the head of the back outside stairwell of the Edith M. Fox Branch.

Lock on
stairwell at
Fox

Election of Officers

According to the usual custom of rotating the chairmanship of the Board, Joseph Callahan was elected to succeed Norris Hoyt who has served as Chairman for the past two years. Tribute was paid Mr. Hoyt by the other trustees for the outstanding job he has done while serving as Chairman. The past several years have been busy and rather difficult ones in many ways, and great credit is due Mr. Hoyt for his devoted leadership, interest and service.

Mr.
Callahan
elected
as
Chairman
of Board

Next Meeting

The next meeting was set for Tuesday evening, August 5, at 7:30 at the Edith M. Fox Branch.

The meeting was adjourned at 10:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

August 5, 1969

The Trustees of the Robbins Library held their regular monthly meeting on Tuesday evening, August 5, 1969 at 7:30 at the Edith M. Fox Branch Library. Present were Messrs. Callahan, Hoyt and Washburn, Mesdames Thompson and Yood, and the Director, Judith E. Stromdahl. Mr. Thomas Lane of the architects office of Richmond and Goldberg was also present.

Street & Co. accepted $175 in lieu of installing 2nd door

Mr. Lane reported that Street & Company, Inc. had accepted the sum of $175 given by Petrocelli in lieu of installing the second door in the store occupied by the Briand Studio at 183 Massachusetts Avenue, the door itself being stored in the basement of the store.

Re: Air conditioning system

Mr. Lane also presented a letter from Victor G. Pebek, consulting engineer, written to Richmond and Goldberg in regard to the air conditioning system. In his letter Mr. Pebek called attention to the fact "that during the shut-down period the library would lose the control of humidity, which could damage books, pictures in the basement and cause swelling of the wood work. Also the life and the service of the chiller and the rest of the air conditioning system will be affected adversely, because of more frequent cycling of the equipment."

Noise of air conditioning

Mr. Lane in expressing his own opinion, stated that he felt that nothing should be done to muffle the noise and that a baffle would be an unnecessary expenditure of money. He also stated that the building doesn't warrant a time clock. Mr. Lane plans to see Mr. Marquis and discuss the matter with him.

The Trustees voted to make the recommendation to the Town Manager that they accept the engineer's recommendation.

Wall decoration

Mr. Lane then reviewed the bills which should be paid from the $2500 originally earmarked for the wall decoration and later deducted thru a change order from the contractor's bid price. The planter, cabinet, and wall board from Schwamb ($900), the plants ($126.61), the architectural pottery ($163.20), and the wall covering ($379) should be charged to article 1968/57. (Director's note: shipping bill of $26.81 for pottery should also be included.)

Items to be corrected

Mr. Washburn listed a number of items relating to the Fox Branch which had been brought to his attention, namely, a leak in the ceiling over the main desk area, the pilot of the incinerator which would not stay lighted, the lock on the door to the lift, the leakage under the door to the lift, the noise in the radiator in the Young Adult Section, the lock on the gate at head of the outside stairs, the the light cage on the driveway side of the building, all of which Mr. Lane said he would look into and have checked.

Erection of fence

Mr. Lane also reported that he had contacted the Petrocelli Construction Company requesting them to erect the fence as earlier had been agreed. He commented that the contractor was most disturbed about having to return for this

purpose after such a long time had elapsed since the completion of the building. However, Mr. Lane has a copy of the agreement made between the contractor and the owner, Mr. Athens, stating that the fence would be replaced.

Mr. Lane requested the Trustees to hold the last requisition for payment until his office is sure that all bills have been met by the contractor and all work finished to satisfaction.

Bills to be met by contractor

After Mr. Lane's departure, Mr. Callahan called for the Secretary's report, which was accepted as prepared and distributed.

As newly elected chairman, Mr. Callahan then made the following appointments:

Trust Funds - Norris Hoyt
Building and Grounds - J. Milton Washburn, Jr.
Personnel - Molly Yood
Gifts - Fox Branch - Maude Thompson
Friends of the Library - Norris Hoyt and Molly Yood.

appointments made

Friends of Library

Possible changes in the Friends of the Library organization were discussed with the possibility of an Arlington citizen being asked to head it. Should a satisfactory person agree to serve, the Trustees in charge of the Friends of Library will act as liason between the Board and the Friends. The subject of a speaker for the next annual Library Week Program was touched upon briefly and suggestions are to be brought to the next meeting.

F. of L. changes

Trust Funds

Mr. Hoyt presented a resume of the trust fund holdings, stating amount of each fund, purpose for which it was given, accumalated interest and interest earned from January - July of the present year. This information was welcomed by all members. It was noted that many of the trust funds dated back to the late 1800's and early 1900's. After some discussion it was proposed that a letter suggesting that the library is a worthwhile institution to be remembered, be sent to lawyers and bank officials of the community who help individuals to make their wills. It was also recommended that special book plates be used in books purchased thru trust funds.

Trust fund holdings

UNICEF

A request from the UNICEF committee to use the library and its branches for distribution of boxes and for collection points for the children who collect monies for UNICEF on Halloween was granted. Mr. Roens has already given permission for the school librarians to present UNICEF programs in the schools and to distribute flyers to the children. The Trustees stipulated however, that the library was to be in no way responsible for the activity and that dependable adults would have to be present with the Girl Scouts when money boxes were returned to the library on Saturday morning following Halloween.

UNICEF to use library

The Director reported that Mr. Corelli had returned to work having been given a letter from Dr. Feeley saying he was able to resume full time duty. However, Mr. Corelli claims he cannot lift his left arm above his shoulder and is apprehensive that he will not be able to do any heavy lifting of books or furniture. The Director was hopeful that Paul Daley, the substitute, might be kept on although there is not sufficient money in the custodian's budget for another man. Mr. Callahan and the Director are to talk with the Town Manager in regard to this matter.

Mr. Corelli returns to work

Cost of Operation

A preliminary report of the cost of operation of the various departments was presented. It was noted that the bills for electricity at the Edith M. Fox Branch for three months this year - May, June, July, amounted to $903.62. The bills for the old East Branch in 1967, for the twelve month period, amounted to approximately the same figure, $900.95.

Electricity at Fox B.

Building Program

Possible sources of money for a building program were discussed briefly. It was agreed that any plans should be developed in cooperation with the Town Planner or the Director of Planning and Community Development when such a person becomes available.

Building program plans

The date for the next meeting was set for Tuesday, September 9, at 7:30 at the Fox Branch.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 9, 1969

The trustees held their regular monthly meeting on Tuesday evening, September 9, at the Edith M. Fox Branch. Present were Mesdames Thompson and Yood, and Messrs. Callahan, Hoyt and Washburn, and the Director, Judith E. Stromdahl.

Re: Mr. Athens' objection to noise of air conditioner

Before the meeting, however, at 7:30, by request of the Town Manager, the trustees met with Mr. Lane, Mr. Marquis and Mr. Basil Athens (accompanied by his son and daughter in law) in regard to Mr. Athens' continued objection to the noise emanating from the air conditioner at the Branch.

Given opportunity by Mr. Callahan, Chairman of the Board, to state his objections, Mr. James Athens, speaking for his father, reviewed the background conditions; his informing Mr. Washburn that the noise was high, the agreement by the trustees to turn the conditioner off at 9 o'clock so that his parents could get some sleep, his letter to Mr. Hoyt of the serious condition, his constant contact with Mr. Sullivan of the Town Manager's office, and the fact that on August 22 the conditioner ran all night. He strongly insisted that some relief from the noise was imperative.

Athens' home visited

After some discussion, Mr. Callahan asked if the Town Manager and the trustees might visit the Athens' home and listen to the conditioner themselves. This request was granted, and Messrs. Marquis, Lane, Callahan and Hoyt, and Mesdames Thompson and Yood accompanied the Athens to their home next door.

Conditioner to be checked

Upon their return to the library, it was generally agreed that the conditioner was noisy, and Mr. Lane was requested to get the engineer to come out and evaluate the problem--to check all parts, to listen to the motor to determine if the sound is normal for this type of installation, and to check the noise level from the bedroom with instruments.

Other grievances from Mr. Athens

Before the Athens left, Mr. Marquis asked if there were any other grievances which still troubled them. Mr. Athens replied that (1) he had not been notified in regard to the land to be returned to him by a vote of Town Meeting, (2) he wondered about the erection of a gate to keep the young people away from the rear of the library, (3) he spoke of the damage to his sidewalk, (4) he complained about the pitch of his driveway which was replaced by Petruccelli, and then the air conditioning unit became no. 5 in his list of complaints.

Mr. Lane to see about driveway and air conditioner

Mr. Marquis agreed to take care of numbers 1, 2 and 3, and he asked Mr. Lane to check the plans to ascertain whether the driveway was graded properly and, as previously requested, to contact the engineers and have them explore all avenues with the manufacturer to effect a correction in the noise problem before recommending the installation of a baffle.

After the departure of the Athens, Mr. Marquis and the trustees checked the

punch list with Mr. Lane who advised them that there were still a number of items which he was trying to get Mr. Petruccelli to complete. Included were replacement of ceiling tiles, correcting pilot on the incinerator, staining the bars on the inside entrance doors, elimination of noise in the front radiators, weather stripping of the back doors to prevent water from leaking in, installing a cage for the light fixture on side of building, fixing the water fountain on the lower level and the emergency lights on the main floor which do not work properly, and tightening the faucets in the staff room.

Mr. Petruccelli to complete other items at Fox Br.

Mr. Lane was advised that the name of the branch should be placed on the left hand side of the door on Cleveland Street, and he was requested to get a price for the same.

Name of branch t be changed

With the business of the Fox Branch completed, Messrs. Marquis and Lane left the meeting and the trustees turned their attention to the agenda for their regular meeting.

The secretary's report was accepted as prepared and distributed.

A letter from a Mr. and Mrs. Edson G. Berthrong of 29 Whitfield Road, Somerville, expressed a desire to obtain the portrait of Abraham Lincoln, executed by Mr. Berthrong's grandfather in the 1860's, and now the property of the library through a gift presented some years ago. The portrait no longer hangs in the library, but is stored under the eaves with other prints.

Re: Portrait of Abraham Lincoln

The trustees requested the Director to consult with Dr. Wiese as to the value and importance of the picture, and to convey this information at the next meeting.

Dr. Wiese to ascertain value

Friends of the Library

Mrs. Yood reported that Dr. Haim G. Ginott had only one open date in April--that of Monday the sixth. As the High School Auditorium was not free on that evening, and as Monday is not considered to be a good evening for getting people to come out, it was decided that it might be better to look elsewhere for a speaker. Mr. Hoyt and Mrs. Yood agreed to meet with Miss Hodges in the near future to formulate plans.

Re: Dr. Haim Ginott as speaker N.L.W.

Arlington Art Association

The Art Association is concerned about not having the hallway door to the lower level open at the Fox Branch so that people may freely visit the exhibitions hung in the lower hall. Heretofore, Mrs. Colcord has asked adults to wait until she could send someone down with the visitors. The trustees, concerned about having young adults and children in this area without supervision, voted to instruct Mrs. Colcord to allow all adults to pass through the desk area and go downstairs unattended.

Art Association wishes hallway door open at Fox

The Arlington Art Association also asked the trustees if they would allow the Association to absorb the cost of installing additional picture molding on two additional wall areas if the cost were not prohibitive. The trustees so voted.

Art Associatin to absorb cost of molding

Personnel

Mrs. Yood requested the Board to confirm the appointment of Susan Peterson to replace Mrs. Chandler who retired in May. Susan worked as a page in the Robbins Library for two years and as a college part-time worker for four years. She graduated from college in June of this year, and hopes to take courses at Simmons

Confirmation of Susan Peterson

College. As Susan has no professional training, she was offered the job as library assistant at the salary rate of $5900 (AG4, Step 3) with the understanding that when there is a vacancy on the professional staff for which she qualifies, she will be considered for the position. The trustees confirmed this action. Mrs. Yood also reported that a Mrs. Wilmet Leak of Arlington, who has a master's degree in Library Science, was recommended to Dr. Roens for the part-time position of Librarian at the Locke School.

Mrs. Leak as Librarian at Locke

Carpet for Business Area

Samples of carpeting for the business area provided by Mr. Quattrocchi were examined and Explorer 4200, (Briar Shade) or its equal, was selected. This will have to go out on bid, through Mr. Quattrocchi.

Samples of carpeting for Bus. Rom

Budget

The attention of the trustees then turned to the 1970 budget. Mr. Callahan asked for discussion of the "tight areas" which included a number of items. All categories listed under Expenses were tentatively approved, and capital outlay items were discussed. The budget will be finalized at a special meeting to be held on Tuesday evening, September 23, at 7:30. This meeting will be held at the Main Library.

Discussion of 1970 budget

The meeting was adjourned at 12:05 a.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 25, 1969

The Board of Library Trustees met in special session on Thursday evening, September 25, 1969, at 7:30 in the Historical Room of the main library. Present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn, and the Director. In the absence of Chairman Callahan, Mr. Hoyt was requested to preside.

Correspondence read

Re: Teen-Age Recreation Com.

Praise for Fox Branch and invitation Haverhill Library

The purpose of the meeting was to complete the budget for 1970. Prior to opening this discussion, three pieces of correspondence were presented, one from Robert H. Murray, Chairman of the Teen-Age Recreation Commission, in regard to the public meeting scheduled for Tuesday, September 30, 1969, at the High School auditorium, a letter from Mrs. Evangeline Richardson "praising all those who in any way had a part in the planning and execution of the Edith M. Fox Library" and suggesting the possibility of opening the branch on Sundays through the winter months, and an invitation to attend dedication exercises and open house at the new Haverhill Public Library on Sunday, September 28, 1969, at three o'clock.

Post for gate at Fox

Mr. Washburn reported that he had called at the Fox Branch that day and found the Public Works were proceeding with the work of erecting the gate, etc. as requested by the Town Manager. The post for the gate, however, has been placed about 8 inches from the garage instead of adjacent to it, considerably limiting the already narrow entrance area still further.

Gifts for Fox

Mrs. Thompson reported that Mr. Baldwin had purchased as gifts to the Fox Branch a film strip projector and a silent movie projector from Friends of the Library funds. A record player is also under consideration, subject to approval of the Branch Librarian.

Budget reviewed

The attention of the trustees then turned to the budget, reviewing expenses, and voting on capital outlay and personnel recommendations.

Meeting for NLW week program

With the budget discussion completed, Mrs. Yood and Mr. Hoyt touched briefly upon the meeting they had with Miss Hodges at Mrs. Yood's home on Monday evening, September 15, 1969, making plans for the 1970 National Library Week program. They reported that the possibility of securing Dr. Haim Ginott as a speaker was excellent if the meeting could be held on Monday evening, April 6. They will await

an answer from Helen Hayes before the final decision is made.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 14, 1969

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, October 14, 1969, at 7:30 in the Historical Room of the Main Library. Those present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Director, Judith E. Stromdahl.

The secretary's report was approved as prepared and mailed to the trustees.

Correspondence included:

1. A copy of a letter from Richmond and Goldberg to the Town Manager advising that letters would be forthcoming from Haggett Engineering Company and the Trane Company regarding the air conditioner, and requesting payment of requisition #14 to the general contractor

Re: Air conditioner

2. A letter from Mr. Mahoney of Haggett Engineering Company reporting that the installation at the Fox Branch is "complete and fine tuned to the fullest extent of the manufacturer's specifications" and advising that "they cannot continue to guarantee or warranty this equipment as long as the top chiller is manually disconnected at night."

Letter from Haggett Engineering Co.

3. Letters from the Philharmonic Society of Arlington and Muscular Dystrophy requesting support of their programs.

Letters from Philharmonic and Muscular Dystrophy

4. A letter of resignation from Miss Janet Briand who plans to be married in November.

5. A letter from the Town Manager to department heads requesting a capital budget for the library for the next five years.

Letter from T. Mgr

After some discussion on this last item, it was generally agreed that expanded library facilities were of paramount importance, and the director was instructed to write a letter to the Town Manager to this effect. The director was also requested to invite the Director of Planning and Community Development to the next trustees' meeting to acquaint him with the library's need for expansion.

Expanded library facilities important

Fox Branch

Mr. Washburn presented the architect's proposal for the lettering on the Cleveland side of the building. Diamond-Union Stamp Works will furnish and install 23 cast aluminum characters, bronze baked enamel finish (color to match existing

Lettering on Fox Br.

characters as ordered ... on 12-2-68) ½" spaces, our ribbon #902 style as follows:

Edith M. Fox - 8" high, 5½" wide, 3/8" stroke, 1¼" deep
Branch Library - 6" high, 4" wide, 3/8" stroke, 1" deep

Three hundred twenty-five and no/100 dollars (325.00)

Voted: to accept the proposal presented by Diamond-Union Stamp Works.

Mr. Washburn also reported that the sliding door to the children's room was giving trouble. The panel which had been replaced due to damage in delivery is off the runner, and scrapes along the rug when the door is closed.

Trouble with sliding door

The problem of the air conditioner was discussed. The trustees voted unanimously that the Town Manager should be advised that in view of the letter from Mr. Mahoney of Haggett Engineering Company, they felt the roof chiller should be put back on automatic control. The director was requested to contact the Town Manager in this regard.

Air conditioner

Mr. Washburn also suggested that grab bars be placed on the side walls of the outside entrance at the step. The need for these bars has been brought to the attention of the trustees by several elderly people.

Grab bars suggested

Voted: to request Mr. Lane to furnish grab bars at the entrance of the Fox Branch.

According to Mr. Washburn, the hoist is being installed at the rear of the building by the Department of Public Works under Mr. O'Hara's supervision. The gate has already been installed, and is waiting for the lock.

Hoist installed

Gate already installed

Friends of the Library

Mrs. Yood and Mr. Hoyt reported that Helen Hayes, Truman Capote, Kenneth Galbraith, Sam Levenson, Ralph Nader, among others, had been unsuccessfully approached for the National Library Week program. Inasmuch as Dr. Haim Ginott is available on Monday, April 6, it was decided to engage him provided this date would not interfere with Town Meeting. The Chairman of the Board, Mr. Callahan, agreed to contact Mr. Feeley and check this date with him. If approved, details would be left to Mrs. Yood and Mr. Hoyt, who will work through Miss Hodges.

NLW program speaker

Personnel

Looking to the future, Mrs. Yood presented a proposed change in the library classification plan, which she and the director had worked out. The plan was approved, but no action is to be taken at the present time. (For details of the plan, see attached.)

change in library classification plan

Considerable time was spent in discussing library salaries. It was the concensus of the group that library salaries throughout the town should be comparable. The director was asked to compile pertinent information, and with Mrs. Yood to prepare a statement or proposal for the trustees to review for presentation to the Personnel Board.

library salaries

The next meeting is scheduled for Tuesday evening, November 11, regardless of the holiday observance.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

November 11, 1969

The Board of Library Trustees met on Tuesday afternoon, November 11, 1969, (Veteran's Day) at 2:30 in the Business Area of the Main Library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt, Washburn and the Director, Judith E. Stromdahl.

The minutes of the October meeting were accepted as prepared and distributed by mail. Correspondence consisted of the following:

A communication dated October 28 from the Town Manager in relation to "releasing further payments for the general and sub contracts regarding the Edith M. Fox Branch Library addition."

A copy of the letter dated October 30, 1969 sent to Mr. Marquis by Anthony A. Centola, President of the Petruccelli Construction Company, Inc., requesting final 5% payment due the company.

Re:
Fox
Branch

A letter to Mr. Washburn from Mr. Lane dated November 4, 1969 in regard to a crack in a section of wall at rear of Fox Branch building, advising the Board that there are no structural defects.

A letter of November 3, 1969 to Mr. Callahan from James B. Athens in regard to "progress made toward resolving the critical noise/vibration caused by the Fox Branch Library ventilation system installation."

Edith M. Fox Branch

Mr. Washburn's report included the following:

I. Account of an inspection tour with Mr. Marquis on November 3, 1969.

1. Inspected crack in rear wall. As structural engineer reported no crack outside or downstairs, Mr. Marquis suggested it be plastered and watched.

Mr. Washburn's report on Fox Br.

2. Checked with Normand Paradis re main floor emergency lights. According to electrician, the manufacturer will have to be contacted for replacement.

3. Checked sliding door on main floor. This has been repaired.

4. Checked leak in under part of overhang over front door. This is on the punch list.

5. Checked gate and driveway. Mr. Marquis agreed that lock at top of rear outside stairs should be removed. Francis O'Hara is contacting Mr. Quattrocchi re push-bar lock on gate.

   Mr. Marquis agreed that no fence should be erected, but suggested a burn at property line might help. Report on Fox Br.

6. Received a report from Normand Paradis re action of Haggett Engineering's maintenance man who shut off the air conditioning unit to prevent freezing in case electricity failed. The main switch has been turned off for the winter. Mr. Washburn is to discuss this matter with Mr. Lane.

7. After looking over the building and grounds, Mr. Marquis agreed that perhaps payment of $10,000 could be made to Petruccelli, withholding $3000 - $4000 until emergency lights, the crack in the wall, and the leak overhead at front entrance have been satisfactorily corrected.

II. Report of telephone conversation with Mr. Lane, November 4, 1969.

1. Mr. Lane advised Mr. Washburn that he was writing Petroccelli Company in regard to the crack in rear wall. Mr. Lane will recommend that a two to three month period elapse before any work is done in order to ascertain whether any other structural or plaster defects occur before the year's guarantee expires. Fox Br.

2. Mr. Lane was surprised to hear about the Engineering Company shutting off the air conditioning unit and said he would contact the engineers. Mr. Washburn requested Mr. Lane to check into the matter at once and send a written report to the Town Manager with a copy to the Trustees.

3. Mr. Lane was informed of leak in apron over the front entrance. He said he would inspect this condition.

4. Mr. Lane promised to call Hammett's again in regard to bulletin boards, long overdue.

III. Meeting with Town Manager in latter's office, November 5, 1969, at 2:30, with Mrs. Yood, Mr. Hoyt, Mr. Callahan, Mr. Washburn and Judith E. Stromdahl present.

Mr. Marquis reported that Town Accountant thinks sub-contractor bills should be paid before any money is paid on the 5% withholding. Mr. Marquis is to write to contractor and so advise him.

IV. Telephone call from Town Manager, November 6, 1969.

Mr. Marquis called in regard to change orders. Mr. Washburn contacted Mrs. Leonard who said all the change orders (all but #14) signed by Trustees, had been sent to Town Manager's office and never returned. Town Manager when so informed located them and agreed to sign all but #14. All sub-contractors should be paid before money is released to Mr. Petruccelli. Change orders

Personnel

Mrs. Yood requested confirmation of the appointment of Mrs. Ruth Wamser of 19 Medford Street, Arlington to the professional staff as assistant in the Music and Art Department to replace Janet Briand who recently resigned to be married. Mrs. Wamser is a graduate of New York State College at Geneseo, taught school for one year in California, then attended University of Southern California in 1968-69 to earn her Master's Degree in Library Science. The Trustees approved her appointment at a yearly salary of $7222 (LS 2, Step 2).

Ruth Wamser in Music Dept.

Mrs. Yood, in her report, advised the Board that she had interviewed a number of candidates, one of whom was eminently qualified and highly desirable for one of the two job openings at the library. As this candidate felt she could not accept a position at less than $8000, which is more than the maximum rate for professional librarians in the Arlington classification and pay plan, she had to be "passed over."

Mrs. Yood also reported that Mrs. Dorothy Hart, Reference Librarian, had fallen in the Reference Room and had cracked her pelvic bone and will probably be away from her work for some weeks.

Mrs. Hart falls in Ref Rm

National Library Week

Mrs. Yood and Mr. Hoyt confirmed that Dr. Haim Ginott had signed a contract to speak at the National Library Week program to be held on Monday, April 6, 1970, at a fee of $1250, one half of his usual fee. He will not be available for dinner and must leave on the 11 o'clock plane. In view of this, the time for the program has been advanced to 8 o'clock instead of the usual time of 8:15. Mrs. Dorothy Stein has been asked to serve as ticket chairman and is considering the request.

Dr. Ginott at NLW

In reference to Mr. Callahan's telephone conversation with Selectman Feeley, it was suggested that Mr. Callahan confirm by letter to Mr. Feeley the latter's assurance that no town meeting session would be scheduled on this date.

Trust Funds

Mr. Hoyt presented a resume of the income and expenditures of trust funds for 1967 and 1968, and made the following recommendations to be followed if approved by the Town Counsel, Mr. Purcell.

Trust funds

1. Recommended: That the Trustees would ask to have established a Robbins Library Income Fund for the following eight funds, beginning in 1970.

    E. Nelson Blake Library Fund
    Elbridge S. Farmer Fund
    Henry Mott Library Fund
    Nathan Pratt Library Fund
    Emma L. Sprague Library Fund
    M. Helen Teele Library Fund
    Francis E. Thompson Library Fund
    Sarah Ross Vaughn Library Fund

2. Recommended: That the Dallin Fund not be spent until the income reaches $200 a year.

3. Recommended: That the income of the Hadley Biography Fund be allowed to accumulate to $100 per year.

Mr. Hoyt suggested that the remaining six funds remain as they are, the Robbins Art Fund and Robbins Print Fund to continue to be used for their express purposes, and the small income from the Dexter R. Fay, Ellen Hodgdon and the Children's Book Funds be used for the purchase of books as stipulated in the wills.

According to Mr. Hoyt's proposal, the principle and accumulated income through 1968 of the eight funds in recommendation 1 would be set aside, and from 1969 on the current interest income be used for special library purposes. The Trustees, after some discussion, approved the recommendations and voted adoption upon approval of Town Counsel. In the discussion, it was suggested that the adoption of a program to loan framed prints and works of art to library borrowers might be financed through fund money. Trust funds

Other Action

Voted; after some discussion, to omit the Trustees Christmas dinner party this year.

The December meeting was scheduled for Tuesday, December 9, 1969.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

PROPOSED SALARY SCALE FOR LIBRARY PERSONNEL

PROFESSIONAL STAFF	MINIMUM	MAXIMUM
LS 1 Professional Librarian (Bachelors Degree)	6,800	8,800
LS 2 Professional Librarian (Masters Degree)	7,400	9,400
LS 3 Department Heads	8,300	10,600
LS 4 Supervisors	9,400	11,900
LS 5 Assistant Director	10,200	12,200
LS 6 Director	12,200	16,700
LIBRARY ASSISTANTS		
AG 1 Junior Library Assistant	4,292	5,296
AG 4 Intermediate Library Asst.	5,216	6,126
AG 6 Senior Library Assistant	5,740	6,768

PROFESSIONAL STAFF

Recommended: Minimum rate plus six steps to reach maximum.

Professional librarians with Library Degrees are preferred. If not available, a college graduate will be hired (LS 1) with the understanding that she will work for her Masters Degree. When this is earned she will automatically be placed in LS 2 at the proper step.

NOTE

Librarians, working in the same town, with comparable educational backgrounds, should receive equal compensation. In Arlington, school librarians salaries range from $6,800 to $11,900, while public librarians with similar background and equal responsibility, under the Classification & Pay Plan earn from $5618 to $7492. As a step toward this goal of equal pay, the above scale has been prepared. It will be noted that the recommended maximum for professional librarians (LS 2) is $9,400 instead of $11,900, the maximum for school librarians. This change allows the entire professional staff to be kept within the salary schedule of the school librarians with the exception of the Director. It is proposed, in the event that this salary change is voted, that each staff member would be advanced one step above her present rate, giving her an opportunity to work toward her new maximum.

October 27, 1969

General Funds

(Income may be used for any library purpose)

	Income 1967	Income 1968	Income 1969	Income 1970
	2 4 3 3 2	1 1 3 3 4		
1) E. Nelson Blake Library Fund	331.61	353.37		
2) Elbridge S. Farmer Fund	2,831.18	3,077.46	Income only	
3) Henry Mott Library Fund	337.54	357.87		
4) Nathan Pratt Library Fund	76.22	82.39		
5) Emma L. Sprague Library Fund	1,398.35	1,370.31		
6) M. Helen Teele Library Fund	54.65	58.14		
7) Frances E. Thompson Library Fund	530.71	564.91		
8) Sarah Ross Vaughn Library Fund	46.70	43.25		
Total Income	$5606.96	$5,907.70		

	Expenditures	
	1 1 2 2 2	1 1
1) E. Nelson Blake	207.49	110.30
2) E. S. Farmer	303,08	5,088.03
3) Henry Mott	—	—
4) Nathan Pratt	—	—
5) Emma L. Sprague	1,007.73	341.27
6) M. Helen Teele	—	—
7) Frances E. Thompson	248.86	—
8) Sarah Ross Vaughn	242.09	—
Total Expenditures	$2007.16	$5,539.60

Art and Print Funds

	Income 1967	Income 1968	Income 1969	Income 1970
1) Robbins Art Fund	2091.90	2193.10		
2) Robbins Print Fund	2153.69	2079.97		
Total Income	4245.59	4273.07		

Expenditures

1) Robbins Art Fund	3426.00	2880.00		
2) Robbins Print Fund	546.63	1338.37		
Total Expenditures	3972.63	4218.37		

Income

Books Only

	Income 1967	1968	1969	1970
1) Dexter R. Fay	79.33	86.10		
2) Ellen Hodgson	53.17	57.73		
Total Income	132.50	143.83		

Expenditures

1) Dexter Fay	—	—		
2) Ellen Hodgson	—	—		
Total Expenditures	0	0		

Childrens Books Only

	Income 1967	Income 1968	Income 1969	Income 1970
① Childrens Bk Fund	679.53	745.61		
② Wellington	6.10	7.28		
Total Income	685.63	752.89		

Expenditures

① Childrens Fund	330.07	639.22		
② Wellington	—	—		
Total Exp	330.07	639.22		

Books: Dallen Branch Only

	Income 1967	Income 1968	Income 1969	Income 1970
Gruber Fund	$119.31	131.13		

Expenditures

Gruber Fund	—	—		

Biographies Only

	Income 1967	1968	1969	1970
Hadley Fund	49.36	48.00		

Expenditures

Hadley Fund	—	—		

NORRIS H. HOYT
56 FLORENCE AVENUE
ARLINGTON HEIGHTS, MASSACHUSETTS 02174

November 28,1969

Mr. Carmen T. Foritano
Town Accountant
Town of Arlington
Arlington, Massachusetts

Dear Mr. Foritano:

There are eight Trust Funds, the income from which can be used for any purpose of the Robbins Library. These eight funds, which are under the supervision of the Trustees of the Robbins Library, are as follows:

1) E. Nelson Blake Library Fund (1894)
2) Elbridge S. Farmer Library Income Fund (1892)
   (Not the principal, which is controlled by a separate Board of Trustees)
3) Henry Mott Library Fund (1891)
4) Nathan Pratt Library Fund (1875)
5) Emma L. Sprague Library Fund (1936-1942)
6) M. Helen Teele Library Fund (1950)
7) Francis E. Thompson Library Fund (1943)
8) Sarah Ross Vaughn Memorial Fund (1948)

It is the intent of the Trustees to place the income (income only) from these eight funds, as it is earned, in a common fund, which will be called The Robbins Library General Income Fund. To do this will make it possible for the Trustees to know at any time the total current income which is available for general library purposes.

Enclosed is a summary of these eight trust funds which we prepared last July. Brief quotations are included from the wills or other papers setting up the Trusts.

At its meeting of November 11,1969, the Trustees voted approval of the plan to set up a Robbins Library General Income Fund, subject to the approval of the Town Counsel. As I mentioned on the telephone to you, I have discussed the proposal with Mr. Purcell and he has told me that he sees no reason why it should not be put into effect. The Trustees hope therefore that the consolidation of current income from the eight funds for general library use can begin on January 1, 1970.

NORRIS H. HOYT
56 FLORENCE AVENUE
ARLINGTON HEIGHTS, MASSACHUSETTS 02174

(Mr. Carmen T. Foritano, page 2)

I trust that this is the information you requested. If you have any questions or if you would like additional data, will you telephone me. Thank you very much for your interest and help.

Sincerely,

Norris H. Hoyt

Norris H. Hoyt
Chairman, Trust Fund Committee
Board of Library Trustees
Robbins Library

cc: Mr. Joseph A. Purcell
Mr. Francis A. Coughlin

ROBBINS LIBRARY TRUST FUNDS   January 1969

General Funds
(Income can be used for any library purpose)

PRINCIPAL

1) E. Nelson Blake Library Fund (1894)

"For the benefit of the Public Library of said Town" (Sale of GAR Hall)

Principal $4,000.00
Gain of assets 696.57
$4,696.57 $ 4,696.57

2) Elbridge S, Farmer Fund (Library Income Fund) (1892)

Principal under separate Board of Trustees, Income to be used for "the support and maintenance of said library and of the buildings."   ($50,000.)

3) Henry Mott Library Fund (1891)

"Income of said fund to be expended for library purposes"

Principal $5,200.00
Gain of assets 225.00
$5,425.00   5,425.00

4) Nathan Pratt Library Fund (1875)

Originally $10,000. "Income to be expended for the increase and maintenance of a Public Library" "Said principal may at any time be expended toward the erection of a suitable library building." $9,000. was spent.

Principal $1,000.00
Gain of assets 790.73
$1,790.73   1,790.73

5) Emma L. Sprague Library Fund (1936-1942)

"Income thereof for general purposes of library"   Principal   17,938.48

6) M.Helen Teele Library Fund (1950)

"To be expended under the direction of the library trustees,for general library purposes." (No restrictions on principal)   Principal   1,000.00

7) Francis E. Thompson Library Fund (date ?)   Principal   8,184.54

"..permanent fund...income only to be used for general purposes"

8) Sarah Ross Vaughn Memorial Fund (1948)   Principal   1,000.00

"Income for general library purposes"

TOTAL PRINCIPAL (plus Farmer Fund) $ 40,032.32
$50,000)

Robbins Library Trust Funds July 1969

General Funds
For any Library purpose

AVAILABLE FOR USE

E. Nelson Blake Library Fund	Available December 31,1968:	$ 3518.06	
	Interest Jan.-July,1969:	205.68	
		$ 3723.74	
	Payments:	- 264.22	
	Balance	$ 3459.52	$ 3459.52
2) Elbridge S. Farmer Fund	Available Dec. 31,1968:	$ 9208.87	
	Income received:	2700.93	
		$11909.80	
	Payments:	- 2483.45	
	Balance	$ 9426.35	9426.35
3) Henry Mott Library Fund	Available Dec.31,1968:	$ 3246.88	
	Interest Jan-July '69:	234.31	
	Balance	$ 3481.19	3481.19
4) Nathan Pratt Library Fund	Available Dec.31,1968:	$ 873.12	
	Interest Jan-July '69:	66.78	
	Balance	939.90	939.90
5) Emma L.Sprague Library Fund	Available Dec.31,1968:	$12538.91	
	Income Jan-July '69:	823.85	
	Balance	$13362.76	
	Payments:	- 341.85	
	Balance:	$13021.91	13021.91
6) M.Helen Teele Library Fund	Available Dec.31,1968:	$ 317.61	
	Interest Jan-July '69:	43.69	
	Balance:	$ 361.30	361.30
7) Francis E,Thompson Fund	Available Dec.31,1968:	$ 5129.12	
	Interest Jan-July '69:	357.15	
	Balance:	$ 5486.27	5486.27
8) Sarah Ross Vaughn Fund	Available Dec.31,1968:	$ 87.97	
	Interest Jan-July '69:	22.42	
	Balance:	$ 110.39	110.39

TOTAL AVILABLE FOR GENERAL USE: JULY 1969 $ 36286.83

Town of Arlington, Massachusetts
Office of the
Town Accountant

CARMEN T. FORITANO
TOWN ACCOUNTANT

December 3, 1969

Mr. Norris H. Hoyt
Chairman, Trust Fund Committee
Board of Library Trustees
Robbins Library

Dear Mr. Hoyt:-

I have read your letter concerning the new income account and as I have no objection, we will open a new account as of January 1st, 1970:

The Robbins Library General Income Fund

I will expect to receive yearly, as usual, the complete picture of each account showing income earned and income transferred to the above new account.

Very truly yours,

TOWN OF ARLINGTON

CT Foritano

Town Accountant

CTF:al

cc: Mr. Joseph A. Purcell
Mr. Francis A. Coughlin

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

December 9, 1969

The Board of Library Trustees met in the Historical Room on Tuesday evening, December 9, at 7:30 for its regular monthly meeting. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The secretary's report was accepted as prepared and distributed by mail.

Correspondence consisted of two letters of appreciation from library borrowers, thanking the library for service rendered, and complimenting the library on its facilities.

Complimentary letters

Copies of the letter to Mr. Marquis from the architect in regard to change orders and extension of time, and of the letter from Mr. Marquis to Carmen Foritano, Town Accountant, releasing funds in the amount of $3,650 to Petruccelli, as well as the memorandum of the meeting held on Friday, November 21, 1969, at the Fox Branch in regard to the air conditioning and heating units, previously sent to the Board members, were acknowledged and their contents briefly discussed.

Re: Fox Branch

National Library Week

Mrs. Yood reported that Mrs. Irving Stein had agreed to serve as ticket chairman for the National Library Week event. She also stated that a meeting of the Friends had been planned for Wednesday, January 28, 1970, to be held at the Fox Branch with Dr. Howard B. Fell, Professor of Biology at Harvard, as speaker. His subject will be New England and its changing fauna.

Mrs. Stein ticket chrm for NLW 1970

Mrs. Yood also mentioned the following names of Friends who are to be asked to serve as committee chairmen:

Treasurer - Mr. William Harmon Farrow
Ushers - Catholic High School seniors
Program - Mrs. Kirby Davidson
Hospitality - Mr. and Mrs. Ben Bova
Stage Arrangements - Mr. Norman R. Jacobsen and Mr. Charles Fagone
Reception - Mrs. John M. Peters
Poster Distribution - The Jaycees

Committee chairmen for NLW

Mr. Hoyt, co-chairman of the National Library Week program, was requested to approach Mr. and Mrs. Charles W. Blackmon and invite them to accept the leadership of the Friends of the Library next season as co-chairmen.

Blackmons as Co-chairmen

Fox Branch

Mr. Washburn brought the trustees up to date on the work and problems of the Fox Branch. In brief, he reported that:

1. Mr. Lane had given him an estimate in excess of $2,000 for special controls on the roof. Mr. Lane thinks this is unnecessary and does not recommend.
2. A baffle around the air conditioner would cost $900 plus.
3. The faulty emergency lights on main floor are being checked. According to law, Mr. Washburn stated that no meetings on the first floor should be held in the library until these lights are functioning properly.
4. The lettering on the outside of the building is to be done next week (week of December 15).
5. The long-awaited bulletin boards are to be shipped out of Braintree. Mr. Lane himself went down to Hammett's to check the delay.
6. The plasterers are to return on December 17 to repair the cracked walls.
7. The work on the front apron to stop leaks is to be done this week.
8. Lock on the gate has been installed.

Problems of
Fox Branch

Trust Funds

Mr. Hoyt reported that he had checked with Mr. Purcell and Mr. Foritano regarding the proposed common fund account for the income of eight trust funds (see Mr. Hoyt's letter of November 28, 1969 to Mr. Foritano requested by the latter). As no objections had been raised to this action, the trustees voted to proceed to institute the account to be known as the Robbins Library General Income Fund. Mr. Foritano, by letter to Mr. Hoyt, has agreed "to open a new account as of January 1st, 1970" (or when income is received in January).

Trust
funds

To simplify the procedure, Mr. Hoyt suggested that income earned in 1969 only be put into the account. Thereafter the income for the preceding year will be added each January.

At 8:30, the Director of the Department of Town Planning, Mr. Leo Young, accepting the invitation extended him by the trustees, joined the meeting. He expressed himself as being fortunate to be a part of the functioning of the town, acknowledged the tour of the public and school libraries, which he had received a few weeks ago, and then proceeded to discuss the problems of Arlington as he saw them.

Mr. Leo
Young at
meeting

His first reaction to Arlington, he said, is that the town depends too much on the home owners for its support; ways of increasing the tax base must be found. Mr. Young then proceeded to outline some thoughts as to how this might be done by rezoning for apartment houses and complex units, careful in all cases to conserve the many nice areas of Arlington.

Ideas of
Mr. Young

Following a general discussion of town and library problems, Mr. Callahan

thanked Mr. Young for his cooperation in meeting with the trustees, and the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

NORRIS H. HOYT
56 FLORENCE AVENUE
ARLINGTON, MASSACHUSETTS 02174

December 26, 1969

Mr. Francis A. Coughlin
Town Treasurer
Town of Arlington
Arlington, Massachusetts 02174

Dear Frannie:

At the December meeting of the Board of Trustees of the Robbins Library it was voted to proceed with the plans for the trusteed funds which we discussed previously:

1) On January 2, 1970, will you establish the Robbins Library General Income Fund. This Fund, as we agreed earlier, will be a demand account in the Arlington Cooperative Bank.

2) Will you transfer to this Fund the income earned in 1969 from the following eight trust funds:

(a) E.Nelson Blake Library Fund
(b) Elbridge S. Farmer Library Income Fund
(c) Henry Mott Library Fund
(d) Nathan Pratt Library Fund
(e) Emma L. Sprague Library Fund
(f) M. Helen Teele Library Fund
(g) Francis E. Thompson Library Fund
(h) Sarah Ross Vaughn Memorial Fund

The amount to be transferred from the Elbridge S. Farmer Income Fund will be the amount of income received in 1969 from the Trustees of the Elbridge Farmer Fund.

3) The sums mentioned above, as we agreed, will be transferred to the new General Income Fund on January 2, 1970 if the interest from savings accounts, such as the Arlington 5¢ Savings Bank, is due and payable on that date; otherwise on the date in January when the interest is due and payable, as is the case with the Charlestown Savings Bank (Emma L. Sprague Library Fund) or the Union Savings Bank (M. Helen Teele Library Fund).

NORRIS H. HOYT
56 FLORENCE AVENUE
ARLINGTON, MASSACHUSETTS 02174

Will you let me know if there are any problems in connection with any of these transfers.

I shall be glad to be in touch directly with the Robbins Library Trustees to secure their signatures for the withdrawals if that will facilitate the transfers.

On Monday, December 29, I shall plan to call you to be of any assistance that I can.

Thank you very much for your advice and help.

Sincerely,

Norris H. Hoyt

Norris H. Hoyt
Chairman, Trust Fund Committee
Board of Library Trustees
Robbins Library

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

January 13, 1970

The trustees of the Robbins Library met for their first regular meeting of the year on Tuesday evening, January 13, 1970, at 7:30 in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The Secretary's report was accepted after it was noted that the confirmation of the appointment of Mrs. Suzanne Lussier Julien should have been included. Mrs. Julien is a graduate of the University of Montreal with a Master's Degree in Library Science from the University of Ottawa, and has been employed in the Westmount Public Library. She replaces Mrs. Sheila Brownstein who resigned last November to accept a position with the Newton Public Library. Mrs. Julien's salary was set at $7222 (LS 2 Step 2).

Appointment of Suzanne Julien

Correspondence consisted of a letter from the Personnel Board informing the trustees that no action is to be taken on their salary request, a communication from Mary A. Farrington requesting the use of the Edith M. Fox Branch Library for registration of voters on February 11, 1970, a letter from the Board of Selectmen in regard to the 1970 warrant and a letter from the Town Manager advising the trustees of the vote of the Selectmen to cut the library budget by some $25,000.

Corres. from Personnel Bd

corres. from Town Clerk and Bd. of Selectmen

Reports

Edith M. Fox Branch

Mr. Washburn reported that he had talked with Mr. Lane who had that day visited the branch to check on unfinished "odds and ends." According to Mr. Lane, cracks in the wall in the adult reading area and the Children's Librarian's office had been repaired, emergency lights are in working condition and the four wallboards have been installed. Items still awaiting completion include the outside lettering on the Cleveland Street side of the building, installation of the grab bar, hanging of the two bulletin boards, shelving in the Children's Librarian's office and repairs to the leaking canopy.

Visit of Mr. Lane to Fox re. "odds and ends"

Mr. Washburn also spoke of the snow problem encountered by the custodians after the snow storm. Mr. Athens complained that the snow blown against the library building melted down into his driveway and caused a freezing condition. The Library Director contacted Mr. Ouellette of the Public Works Department who sent his men down to clear the snow from the area. Again Mr. Athens complained -- he didn't want the Public Works trucks on his driveway. However, Mr. Ouellette has

Snow problem in driveway

offered to clear the library passageway after each snow storm.

Friends of the Library

Mr. Hoyt reported that Mr. and Mrs. Charles Blackmon had agreed to serve as Co-Chairmen for the Friends of the Library. It was agreed that Mrs. Yood would meet with the Blackmons, Miss Hodges and the Library Director to discuss the relationship of the Friends to the trustees. It was also agreed that a trustee should be appointed as a liaison between the two groups.

Appointment of Blackmons Co-chairmen of F. of L.

Mrs. Yood spoke of the almost completed arrangements for the Library Week program and also of the ticket meeting to be held on Wednesday evening, January 28, at the Edith M. Fox Library. It was decided that notices for this meeting should go out under the Blackmons names. It was also decided to send a second mailing to the Friends announcing that the Blackmons are to head the Friends in 1970.

F. of L. arrangements

Change of Date

As Mrs. Thompson will be unable to attend meetings on Tuesday evenings during the present semester, it was voted to make a temporary change in the date for the trustees meetings. For the next few months, the second Monday of the month has been set.

2nd Monday of month for Trustees meetings

Library Budget

The letter from the Selectmen to the trustees recommending cuts in the library appropriations was discussed at some length. No action was taken.

Cuts in library appropriations

Circulating Picture Collection

The question of a circulating art collection to be financed with trust funds was again raised.

Art Collec tion circulation

Mrs. Thompson spoke of the talk she and the Director had had with a representative of Times Mirror School & Library Service, Inc. His collection included the well known Abrams prints listed for $17.50, each framed. Matted prints can be had for $8.95 and flat prints for $4.95.

The Director was requested to have the salesman leave samples for their next meeting.

Woman's Club

The request of the Woman's Club to use the library hall for bridge on the second Monday of each month was granted provided no admission is charged.

Library Hall request

The date of the next meeting will be on Monday, February 9.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

37 ST. JAMES ROAD
MEDFORD, MASSACHUSETTS 02155

ALFRED L. MELCHER
DISTRICT REPRESENTATIVE

TIMES MIRROR
SCHOOL & LIBRARY
SERVICE, INC.

6633 W. HOWARD STREET
NILES, ILLINOIS 60648
(312) 647-0440

TIMES MIRROR
SCHOOL & LIBRARY
SERVICE, INC.
6633 WEST HOWARD STREET, NILES, ILLINOIS 60648
AREA CODE 312/647-0440

ABRAMS FRAMED PRINT ORDER FORM

SOLD TO

SHIP TO

Date ______________ Signature ______________

TERMS: Net 30 Days, F.O.B. New York, N.Y. PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Qty.	Stock No.	Artist	Title	Price	TOTAL
	H 001	Audubon	Florida Jay	$17.50	
	H 004	Audubon	Pileated Woodpecker	$17.50	
	H 008	Bellows	The Lone Tenement	$17.50	
	H 013	Boccioni	States of Mind 1, The Farewells	$17.50	
	H 025	Boudin	The Jetty at Deauville	$17.50	
	H 028	Boudin	Return of the Terreneuvier	$17.50	
	H 034	Braque	Ship in the Harbor of Le Havre	$17.50	
	H 040	Bruegel	Flowers in a Blue Vase	$17.50	
	H 043	Bruegel	Hunters in the Snow	$17.50	
	H 046	Canaetto	San Marco Harbor	$17.50	
	H 049	Caravaggio	Still Life	$17.50	
	H 058	Cassatt	The Boating Party	$17.50	
	H 061	Cassatt	Woman and Child Driving	$17.50	
	H 064	Cave Painting	Jumping Cow	$17.50	
	H 066	Cezanne	Boy with Red Vest	$17.50	
	H 076	Chagall	Flying Horse	$17.50	
/	H 079	Chardin	The Attentive Nurse	$17.50	
	H 085	Chardin	The Kitchen Maid	$17.50	
	H 091	Cikovsky	Outdoor Still Life	$17.50	
	H 100	Corinth	Tree at Walchen Lake	$17.50	
	H 103	Corot	The Artist's Studio	$17.50	
	H 106	Corot	Farm at Recouvrieres	$17.50	
	H 109	Corot	Girl Reading by the Waterside	$17.50	
	H 115	Corot	Ville d'Avray	$17.50	
	H 154	Delaunay	The Window	$17.50	
	H 160	Derain	Fishing Harbor	$17.50	
	H 163	Derain	Harlequin	$17.50	
	H 166	Dufy	Bird in a Cage	$17.50	
	H 181	Eakins	The Biglen Brothers Racing	$17.50	
	H 190	Edzard	Flowers and Music with Piano	$17.50	
	H 193	Edzard	Flowers and Music with Violin	$17.50	
	H 195	Ensor	Blue Flask	$17.50	
	H 202	Evergood	Lily and the Sparrows	$17.50	
	H 205	Fantin-Latour	Chrysanthemums	$17.50	
	H 219	Friedrich	Chalk Cliffs	$17.50	
	H 220	Friedrich	The Lonely Tree	$17.50	
	H 223	Gainsborough	View of Dedham	$17.50	
	H 224	Gauguin	Landscape in Brittany	$17.50	
	H 230	Gerry	New England Homestead	$17.50	
	H 238	Goya	Victor Guye	$17.50	
	H 248	Gris	Guitar Clarinet	$17.50	

H 265	Hals	Singing Boys	$17.50
H 274	Harnett	My Gems	$17.50
H 285	Hicks	Cornell Farm	$17.50
H 296	Homer	Boys in a Pasture	$17.50
H 297	Homer	Breezing Up	$17.50
H 301	Homer	Gloucester Farm	$17.50
H 312	Hurd	The Gate and Beyond	$17.50
H 316	Inness	The Lackawanna Valley	$17.50
H 318	Kandinsky	Heavy Red	$17.50
H 319	Kandinsky	Points in a Bow	$17.50
H 325	Klee	Castle and Sun	$17.50
H 327	Klee	Fire at Full Moon	$17.50
H 328	Klee	Fish Magic	$17.50
H 334	Kokoschka	View in the Rhone Valley	$17.50
H 337	Kopman	Artist at the Easel	$17.50
H 342	Leger	Still Life	$17.50
H 347	Lieberman	Sand Beach	$17.50
H 358	Macke	Girl with Bowl	$17.50
H 361	Maes	An Old Woman Dozing over a Book	$17.50
H 364	Manessier	Night	$17.50
H 367	Manet	Gare Saint-Lazare	$17.50
H 376	Marc	Animals at Bay	$17.50
H 385	Marquet	The Seine and Notre Dame	$17.50
H 394	Matisse	Still Life (Flowers and Fruit)	$17.50
H 397	Matisse	Still Life (with Oysters)	$17.50
H 409	Modersohn-Becker	Still Life	$17.50
H 412	Modigliani	Girl with Braids	$17.50
H 427	Monet	Corn Poppies	$17.50
H 430	Monet	Fisherman's Cottage on Cliffs	$17.50
H 436	Monet	Poplars	$17.50
H 445	Monet	Water Lillies	$17.50
H 460	Nicholson	Crete	$17.50
H 466	Pechstein	Sun on Baltic Beach	$17.50
H 469	Peto	The Old Cremona	$17.50
H 493	Pissarro	Boulevard Montmartre	$17.50
H 499	Prendergast	Ponte Della Paglia	$17.50
H 510	Redon	Red Fishing Boat	$17.50
H 517	Rembrandt	Girl with Broom	$17.50
H 520	Rembrandt	Man with Golden Helmet	$17.50
H 532	Renoir	Boating Party at Chatou	$17.50
H 544	Renoir	A Girl with a Watering Can	$17.50
H 562	Renoir	The Seine at Chatou	$17.50
H 565	Renoir	Spring Flowers	$17.50
H 571	Renoir	Two Girls at the Piano	$17.50
H 577	Robert	The Old Bridge	$17.50
H 583	Rouault	Christ and the Fisherman	$17.50
H 589	Rousseau	Carnival Night	$17.50
H 592	Rousseau	Jungle Sunset	$17.50
H 604	Ruisdael	Windmill at Wijk	$17.50
H 616	Shann	Ohio Magic	$17.50
H 622	Sisley	Bridge in Moret	$17.50
H 628	Sisley	La Croix-Blanche, St. Mammes	$17.50
H 631	Soyer, M.	Dancers	$17.50
H 646	Sully	Lady with a Harp: Eliza Ridgely	$17.50
H 649	Svet	Lilacs	$17.50
H 652	Terborch	The Concert	$17.50
H 682	Utrillo	Windmills of Montmartre	$17.50
H 691	Van Gogh	Girl in a Straw Hat	$17.50
H 718	Vermeer	The Artist in his Studio	$17.50
H 720	Vlaminck	Barge on the Seine	$17.50
H 721	Vlaminck	The Cottages	$17.50
H 733	Wyeth	Ground Hog Day	$17.50

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 9, 1970

The Board of Library Trustees met in the Historical Room on Monday evening, February 9, 1970, at 7:30 o'clock. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The minutes of the January meeting were accepted as prepared and distributed. Correspondence consisted of a copy of a letter to the Town Treasurer from Paul A. Cameron, Trustee of the Elbridge Farmer Fund, notifying Mr. Coughlin that a check for $2,725, payable to the Town of Arlington f/b/c Robbins Library, was enclosed.

Check enclosed from Farmer Fund

A memo from the Town Manager, copies of which were made for the trustees, was also read. Contained was a policy vote of the Selectmen reducing library personal services to $340,000 through attrition.

Reduction of library personal services

Budget

The director reported that Mr. Sliney of the Finance Committee had talked with her over the telephone in regard to the library budget. He reported that the subcommittee had voted to restore $3000 of the $6000 reduction in part-time workers' salaries voted by the Selectmen. He gave the director the impression that consideration would be given to complete restoration of this deletion if expenses could be reduced accordingly. Mention was made of the front steps and the pointing of the Junior Library. Mr. Sliney also mentioned that the committee had agreed to restore $500 in the $1700 cut made by the Selectmen in the record budget. He also said that the committee would hold the library budget open and make no firm decisionsfor the present.

Money restored for part time salaries

In the discussion which followed, the trustees reluctantly agreed that the front stairs and the pointing might be postponed and the purchase of the electric typewriter delayed. The $300 budgeted for stair treads could also be reduced to $150. It was decided to ask Mr. Sliney to meet with Mr. Callahan and the Library Director for further discussion. Friday, February 13, was suggested for the meeting.

Meeting 2/13 re postponement front stairs and pointing

Friends of Library

Mrs. Yood reported that Dr. Fell gave a most interesting talk at the Friends meeting held at the Fox Branch on January 28, and expressed the wish that the attendance had been better. She also spoke of the fine work of the refreshment committee.

Talk by Dr. Fel

After some discussion it was voted to invite Mr. and Mrs. Blackmon, who are serving as co-chairmen, to the next trustees' meeting for a general discussion of possible directions to be taken by the organization to make it an active Friends' group.

Invitation to Blackmons to trustees meeting

Fox Branch

The director mentioned the favorable comments which have been received from groups using the Fox Multi-Purpose Room.

Favorable comments on Fox Multi-Purpose Room

Pictures for Loan

The trustees were given the opportunity to examine the Abrams prints offered by Times Mirror School and Library Service. It was decided to postpone action on this art project.

Abrams prints

Next Meeting

The next meeting was scheduled for Monday, March 9, at 7:30 at the same place.

The meeting was adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 9, 1970

The Board of Library Trustees met in the Historical Room of the library on Monday evening, March 9, at 7:30. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl. Invited guests, also present, were Mr. and Mrs. Charles Blackmon, co-chairmen of the Friends of the Robbins Library.

Friends of the Library

Mr. Callahan, the chairman, welcomed the Blackmons and expressed the trustees' pleasure at having them willing to head up the Friends of the Library in Arlington. Discussion then centered around the upcoming National Library Week program scheduled for April 6. According to Mr. Blackmon, tickets are apparently selling well under Mrs. Stein's leadership, and all the other arrangements are progressing satisfactorily. Reminded by Mr. Callahan that, after last year's program, the trustees decided to make it possible for Golden Age members to attend future meetings at reduced rates, the Board, with the approval of Mr. and Mrs. Blackmon, voted to offer members of the Golden Age group tickets at $1.00 each, with the proviso that tickets must be secured through the Golden Age organization.

NLW program Tickets going well.

Reduction in price o tickets Golden Age.

It was also decided to place cards in the programs on the evening of the event, inviting people to fill in names and addresses if they are interested in receiving news of future programs and activities of the Friends' group. These cards can then either be left with the ushers or returned by mail.

Cards i program for names.

At Mr. Blackmon's suggestion, it was decided to have a display of books at the High School on April 6, this exhibit to introduce some of the books people may not expect to find at their library. Mr. Blackmon mentioned the book on mutual funds as an example.

Display of book at High School.

After some discussion, the trustees agreed that a change should be made in the stage seating arrangements on April 6, and decided that people seated on the stage should be limited to Mr. and Mrs. Blackmon, the Town Manager, the Chairman of the Board, the two speakers, the Assistant Librarian and the Library Director.

Seating arrange ments o stage.

Stage decoration was also discussed, and general agreement was reached that it would be desirable to have the Library Week motto, "Reading is for Everybody," projected on the stage if it can be arranged.

Stage decoration.

Mrs. Blackmon announced that she and Mr. Blackmon have planned to invite the Library Week committee and the trustees to their home for a final report meeting a week or so before April 6.

Blackmon's inviting committee to home.

Shortly after nine, following some further discussion, the Blackmons left the meeting, and the trustees proceeded to the regular business of the evening.

The secretary's report was accepted as prepared and distributed. Correspondence consisted of a letter from Mr. Melcher of Times-Mirror School and Library Service, Inc., announcing an increase in the price of the Abrams framed prints as of April 1, 1970.

Increase in price of Abrams prints.

Returning to the subject of National Library Week, the trustees decided to have dinner together before the program, guests to be the Town Manager and Mrs. Marquis, the Blackmons, the trustees' husbands and wives, Miss Hodges and Miss Stromdahl.

Dinner before NLW.

Trust Funds

Mr. Hoyt reported that the amount in the General Income Fund is $3567.11. This does not include the $2725 received from the Farmer Fund which, through a misunderstanding at Town Hall, was applied to the Farmer Account instead of the General Income Fund. In April, when interest is received, the $2725 will be transferred to the General Income Trust Account. (Total $6292.11)

Trust funds - Farmer Fund transfer to Gen. Inc. Trus Account.

Fox Branch

After some discussion, it was voted to prepare an interim financial report on the Fox Branch to be distributed to the Town Meeting members and to be publicized in the local papers. This action followed Mr. Callahan's report that $50,000 of the Building Fund had been returned to the Town at the request of Mr. Foritano, speaking on behalf of the Finance Committee and with the approval of Mr. Callahan and the Town Manager.

Interim financial report on Fox

There was general agreement among the Board members that the request for the return of this money should have come directly from the Finance Committee to the Library Board, and time allowed to have the matter discussed and approved by the whole Board. Instead, the telephone call came at four o'clock on a Friday afternoon, with a request for an answer before five o'clock of the same day.

Matter of allowing enough time for decision.

Mr. Washburn reported that the inside pane of one of the windows in the Children's Room had cracked and that the apron or marquee still had to be repaired, the only major item outstanding to be completed.

Repairs at Fox

Budget

The Director presented the budget as approved by the Finance Committee representing a 1½% cut from the Town Manager's recommendations. The trustees felt that the Finance Committee had been quite fair and appreciated the fact that their cuts had been reasonable ones .

Cut in budget

The date of the next meeting was set for Tuesday, April 14, 1970.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Judith E. Stromdahl
Library Director

Robbins Library
Town of
Arlington, Massachusetts

Telephone
Mission 3-0026

Memo: To the Board of Library Trustees

From: Judith E. Stromdahl

Re: Library Budget

Date: March 12, 1970

The itemized Capital Outlay on page 37 of the Finance Committee Report, Budget Item #39 (Libraries) is incorrect. I have talked with Mr. Sliney who says the total, $2319.00, is correct, but that the listing is in error. He says an announcement at Town Meeting will be made to this same effect. He is also speaking to Mr. Foritano to make sure he will honor the changes when the library orders the equipment.

Apparently the Finance Committee did not delete the electric typewriter. According to Mr. Sliney it eliminated $300 for the Dallin Branch sign and $600 for stair treads. Subtracting this $900 from the Town Manager's recommendation of $3019 gives a total of $2119, not $2319 as listed in the Report.

I am trying to reach Mr. Sliney again, and will notify the trustees when this situation is clarified.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

April 14, 1970

The Board of Library Trustees met on Tuesday evening, April 14, at 7:30 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The secretary's report was accepted as prepared and distributed.

Correspondence consisted of the following: a letter from the Massachusetts Bureau of Library Extension notifying the Board that the Robbins Library had met all requirements of the law and had been certified for a 1970 state grant of $12,488.25; a letter of appreciation from the Blackmons; another from Edward Montana, Assistant to the Regional Administrator of the Eastern Massachusetts Regional Library System, congratulating the librar~~ian~~y on its library week program; and a notice of the Patriot's Day parade to be held on April 20, 1970.

Correspondence received and read at meeting.

Friends of the Library

The National Library Week program of April 6 was reviewed briefly. No official financial report had been received from Mr. Farrow but according to Miss Hodges' records, ticket sales amounted to $2056 and the sale of books to $45.45. Expenditures to date amount to $1384.66 and included tickets, custodians and police, and Dr. Ginott. Bills for programs, posters and ads are still to be met.

NLW program reviewed

It was agreed that Mr. Hoyt would contact the Blackmons in regard to arranging an organizational meeting of the Friends. The approximate 50 people who have indicated an interest in the Friends' organization since April 6 will be notified of this meeting.

Friends meeting to be arranged

Personnel

Mrs. Yood presented the following applicants for the imminent vacancies in key positions:

Mrs. Katherine P. Willis of 22 Hill Road, Belmont, a graduate, cum laude, of Connecticut College, New London, Connecticut with a 1970 Master's Degree in Library Science from Simmons, was recommended for the position of Children's Librarian of the Dallin Branch. Because of previous experience in the Widener Library, Mrs. Yood recommended that Mrs. Willis be placed in LS2, Step 1 ($7442).

Mrs. Susan Faust of 19 Everett Street, Cambridge, a graduate of the University of California and earning a Master's in Library Science at Simmons in June 1970, was recommended for the second key position to become vacant this summer, that of Children's Librarian at the Fox Branch. Mrs. Yood recommended that she

Mrs. Willis and Mrs. Faust new applicants for Fox and Dallin

be placed in LS2, Min. ($7156) to be advanced to Step 1, LS2 after three months if her work performance is satisfactory.

The credentials submitted by Simmons College for both girls were most favorable and satisfactory.

Voted: to accept Mrs. Yood's recommendation to hire Mrs. Willis as Children's Librarian at Dallin (LS2, Step 1) and Mrs. Faust at Fox (LS2, Min.).

Custodians

The Director reported that she had talked with the Town Manager in regard to a replacement for Mr. Capes during his illness. Mr. Marquis said he could not request additional salary money from the Finance Committee, but agreed that State Aid money could be used if action was approved by Mr. Foritano, Town Accountant. When asked, Mr. Foritano gave the Director the green light saying that funds will be available to pay for any expense incurred due to hiring a substitute for Mr. Capes during his illness.

Re: replacement for Mr. Capes

Mr. Marquis also referred the Director to Mr. Wright in regard to a summer replacement for the vacation period. Mr. Wright said he would work with Lee Morris in securing proper help for this period.

Meeting at Fox

The Director reported that the Robbins Library had been asked to play host at the Fox Branch to a meeting to be sponsored by the Eastern Regional Library System during Library Week on April 16, at which time Margery Fisher, noted English author, lecturer and children's book critic, would be the guest speaker. Mrs. Fisher is in the United States to deliver the first May Hill Arbultnot Honor Lecture at Case Western Reserve University in Cleveland.

Meeting at Fox

Margery Fisher to speak

Dallin Branch

The Director submitted a request from Dr. Bert Roens for use of the facilities of the Dallin Branch during the school year 1970-71 for a 7th grade class on the mornings the library is closed.

Use of Dallin for 7th grade class

Voted: to furnish the School Committee the facilities of the Dallin Branch whenever possible for classes during the school year 1970-71 with the understanding that the ~~class~~ school would cooperate in keeping the library clean and in order.

Pages

In the light of the difficulty in securing young people of high school age to work as library pages at the rate of pay provided by the budget, the Director requested the Trustees to allow her to lower the required age from 16 to 14, provided parents' permission is secured by each applicant. The Trustees voted to reduce the age requirement to a minimum of 14 years, recommending that 15 be used as a general guide line, the judgment to be made by the hiring individual.

Lowering age of pages.

The date of the next meeting was set for Tuesday, May 12, 1970, at 7:30.

May 12 next meeting

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

May 12, 1970

The Board of Library Trustees met on Tuesday evening, May 12, at 7:30 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The minutes of the previous meeting (with one correction) were accepted as prepared and distributed.

Correspondence

Correspondence consisted of a letter from Mr. Robert Brown of the Archives of American Arts requesting the privilege of microfilming the Dallin collection, a letter from the Board of Selectmen commending the Trustees on "An Evening with Dr. Haim Ginott," a communication from the Town Clerk listing the acts of 1970 and a letter regarding the Town observance of Memorial Day on May 25th.

Corres. from Mr. Brown, Bd. of Selectmen and Town Clerk

The following action was taken on correspondence:

Voted: That the Director meet with Mr. Brown, check on the Archives of American Arts and contact Mr. Lawrence Dallin for permission if this action seems desirable.

Director to meet with Mr. Brown

At 8:30, as agreed, Dr. Ellen Wiese, Art Curator, arrived to report to the Trustees on the Robbins Print Collection. Its holdings and needs were reviewed and the purchase of prints discussed and authorized.

Dr. Wiese report on Print Collectio

Friends of the Library

At a meeting held at the Blackmon's home, it was decided not to have another meeting this season, but a committee is to be appointed to prepare by-laws for the organization. Letters are also to be sent to all new members and a speaker for next year is being sought.

Committee to be appointe for by-laws of F. of L.

Fox Branch

Mr. Washburn reported that the apron over the front entrance has yet to be repaired. He also reported that new stair treads have been installed in place of the damaged ones, but as these were of a completely different pattern, they were unacceptable. The architects have notified the company to this effect. Use of the multi-purpose room by the Mothers of Twins was also discussed and

Repair of apron and stai treads

Use of Multi-Purpose Room for

permission granted for its use provided the organization observed the library hall rules. Mothers of Twins

The cut by the Selectmen in Personal Services appropriation was discussed, and the meeting adjourned at 10:15 p.m.

The next meeting is scheduled for Tuesday, June 9, at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 8, 1970

The Board of Library Trustees met for its regular monthly meeting in the Historical Room on Monday evening, June 8, 1970, at 7:30. All members were present, Mesdames Thompson and Yood, Messrs. Callahan, Hoyt, and Washburn, and the Library Director, Judith E. Stromdahl.

The minutes were approved as prepared and distributed by mail.

Correspondence

Correspondence consisted of the following:

1. A letter of resignation from Mrs. Ruth Wamser, Assistant in the Art and Music Department. She is moving to California where her husband has accepted a teaching job.

Resignation from Ruth Wamser

2. A memo from Mr. Donald Marquis, Town Manager, alerting the Trustees that upon recommendation of the Director of Properties and Natural Resources no contract to maintain the Fox air conditioning has been signed.

Mr. Callahan briefly reviewed the background leading up to this recommendation. The service proposals which had been received by the Trustees were considered out of line and additional companies were asked for bids by the Director of Properties and National Resources. It was finally decided to request Metcalf and Eddy Engineers to start the air conditioning at the Fox Branch, no mention being made of service to the units at the main library in the Music and Art Department.

No contract for air conditioning at Fox

The Trustees expressed concern over the way this matter was handled without a vote of the Board, and were in disagreement with the action taken. They were in unanimous agreement that it is "bad business not to protect the town's interest in valuable pieces of equipment" and strongly feel that service contracts for maintenance are necessary.

Disapproval of action taken

Fox Branch

Mr. Washburn reported that no action has yet been taken to repair the faulty overhang, which leaks, at the front entrance of the Fox Branch, although Petruccelli Construction Company has been contacted a number of times by the architect. The Board instructed the Library Director to write a letter to the Town Manager informing him that this condition still exists, expressing their concern and requesting a letter from him reporting any action which might be taken in the matter.

Faulty overhang at front entrance

Use of Library Facilities

The Director reported that a committee composed of Mr. Otis Jason, Principal of Junior High East, Mr. John Carey, also of Junior High East, and Mr. Bernard R. Walsh, Principal of the Hardy Elementary School, is investigating meeting places for an open classroom program being considered for the Junior High East for the school year 1971-72. Use of the library facilities is a possibility, and the committee asked the Director to present the matter to the Trustees. As the Junior Library Hall is now used by various organizations several mornings each week, permission to use the hall for school purposes would mean cancelling library use by these organizations. Even so, the Trustees voted, although somewhat reluctantly, that precedence should be given to the schools.

Use of Lib. Hall for Open Classroom for Jr. High East

Staff

The Library Director reported that upon Mr. Foritano's advice, Mrs. Hart, who suffered a fall in the library resulting in a back injury, will probably request a disability retirement. Mrs. Yood mentioned that she and the Director were studying possible position changes which might be made as a result of Mrs. Hart's retirement. They would come up with definite recommendations at the next Trustees' meeting.

Mrs. Hart's retirement

Mrs. Yood presented the name of Elizabeth Engel, a 1967 graduate of Westminster College who will receive her Master's in Library Science from the Geneseo State University-College of New York at Geneseo in August 1970. Before entering library school, Miss Engel taught music in the elementary schools of the Tonawanda public school system and comes very highly recommended. She will replace Mrs. Wamser in the Music and Art Department, and will be hired at an annual salary of $7442 (LS 2, Step 1). The Trustees voted their approval.

Mrs. Engel in Music & Art

Mrs. Yood also presented the name of Kathleen Gonsalves of Winchester, a graduate of Simmons College in 1957, with some working experience in the Winchester Public Library soon after graduation, to replace Mrs. Suzanne Julien, Reader's Adviser, who is leaving in July. If recommendations are satisfactory, Mrs. Yood recommended a salary rate of $7156 (LS 2 Min) this rate to be increased to the next step after three months if the applicant proves satisfactory. The Trustees voted their approval.

Kathleen Gonsalves name presented for R.A.

The next meeting of the Board is scheduled for Tuesday evening, July 14, at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 13, 1970

The Board of Library Trustees met for its regular monthly meeting on Monday evening, July 13, 1970, in the Historical Room at 8 o'clock. Those present were Mesdames Thompson and Yood, Messrs, Callahan and Hoyt, and the Library Director, Judith E. Stromdahl. Also present, by invitation, was Frank Wright, Director of Properties and Natural Resources.

The minutes of the last meeting were accepted as prepared and distributed.

Apprecia-tion to Mr. Wright expressed

Mr. Callahan, in his opening remarks, thanked Mr. Wright for accepting the invitation to meet with the trustees, and expressed their appreciation of his willingness to work with them in their maintenance and building problems. It was agreed by all that good communication between departments is necessary, and coöperation in preparing budget items desirable.

Mainten-ance and repair budget reviewed

The 1970 library maintenance and repair budget was reviewed to see if money could be found to replace the gutters at the Dallin Branch. Mr. Wright claims this is essential before the painting is undertaken. $2000 has been allocated for this in the 1970 budget for maintenance and repair. The sum of $10,625, requested by the trustees, had been cut by the Finance Committee to $7875, $3500 of which is for normal expenses.

Gutters at Dallin Branch

It was finally decided that unless there is a substantial amount of unencumbered money left in the maintenance and repair budget later in the year, enough to replace the gutters at Dallin Branch, the $2000 for painting will have to be carried over, if possible, and money for the gutters requested in the 1971 budget. The front steps, the fire escape and the window frames of the Junior Library are the only major items in the 1970 budget for which sufficient funds were allowed in addition to the $2000 for painting. Mr. Wright requested the Director to send him a letter listing the minor repairs which are necessary and which will come from the normal expense account.

Tour of buildings by Mr. Wright

Mr. Wright agreed to meet with Mr. Washburn to tour the buildings and later to meet with the Library Board to discuss maintenance items for the 1971 budget.

Air condition-ing at Fox

The air conditioning system at the Fox Branch was discussed at some length, Mr. Callahan expressing the conviction that the problem could be solved by competent licensed engineers. It was moved and voted that a letter should be sent to the Town Manager stating that the trustees are concerned that the air conditioning equipment is not being used and operated as advised by the concern which installed it, that it is the opinion of the trustees that the equipment should be in operation 24 hours a day and that if necessary to accomplish this, the trustees are in

favor of having a baffle installed in the interests of public relations.

Personnel

Mrs. Yood then presented a proposal which had been presented to the Town Manager recommending a number of changes in the classification of library positions and installation of the new Gaylord charging machine -- see attached schedules. After some study and discussion, the trustees recorded themselves in favor of the reorganization, the new machine and the transfer of Mrs. Wagner to Head of Reference Services, and authorized a recommendation of the proposals from them to the Town Manager.

Classifications of library positions

Installation of Gaylord machine

Mrs. Yood also presented for confirmation the appointment of Miss Suzanne Nichelson to the Robbins Library staff as a Reader's Adviser, replacing Mrs. Suzanne Julien, who recently resigned. Miss Nichelson is a graduate of St. Mary of the Woods College, St. Mary, Indiana (1967) and received her Library Degree from Simmons in 1969. Miss Nichelson worked for the Bureau of Indian Affairs as librarian of the elementary school library, Navajo Reservation, New Mexico during 1967-68, and for the Quincy School Department as a school librarian during the 1969-70 season. She comes very highly recommended and was hired at the annual salary of $7442 (LS 2, Step 1), this to be increased to LS 2, Step 2 after three months if her work is satisfactory.

Appointment of S. Nichelson

Mrs. Hart

The trustees expressed their regret at the death of Mrs. Dorothy Hart, Reference Librarian for 15 years, and requested the Director to recommend some unusual or especially significant reference book to be placed in the Reference Room in her memory.

Expression of regret at death of Dorothy Hart

The date of the next meeting was set for August 4, 1970 at 7:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

August 11, 1970

The Board of Library Trustees met on Tuesday evening, August 11, at 7:30 p.m. in the Historical Room. Present were Mrs. Thompson, Messrs. Callahan, Hoyt and Washburn, the Library Director and Mrs. Elinor Leonard of the Technical Services Department.

The minutes of the previous meeting were accepted as prepared and distributed.

Correspondence consisted of a letter from the Town Manager relative to the reappointment of Norris Hoyt to another three year term as library trustee.

Mr. Hoyt reappointed

The main business of the meeting was discussion of a preliminary budget presented by the Director for 1971. The categories listed under expenses were evaluated; salaries and capital outlay were not discussed. A complete budget will be presented by the Director at the September meeting.

Preliminary budget presented

*The date for the next meeting was set for September 15, 1970.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

*The date for this meeting has since been changed to Monday evening, September 21, 1970.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 21, 1970

The Board of Library Trustees met on Monday evening, September 21, at 7:30 in the Historical Room of the library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

The Secretary's report was accepted as prepared and distributed.

Correspondence

Correspondence included the following:

1. A letter of thanks from Mrs. O'Day.
2. A letter from Jane R. Pike in regard to the UNICEF Education and Halloween collection program.
3. A letter from Robert E. Meehan, President, Philharmonic Society of Arlington, thanking the library for its cooperation and assistance during the past year.
4. A communication from the Bureau of Library Extension regarding State Aid.
5. A letter from Mrs. Flynn offering the library a portrait study of Mark Twain.
6. A letter from the Bureau of Library Extension in regard to federally funded library projects relative to school-library cooperation, the handicapped and underprivileged or the elderly.

Letters from Mrs. O'Day, Jane Pike re. UNICEF, Mr. Meehan, Philharmonic Society, Bureau of Library Ext. Mrs. Flynn

Action taken on the correspondence was as follows:

#2 Voted: to cooperate in the UNICEF project.
#5 Voted: that the Director should contact Mrs. Flynn in regard to the picture.
#6 Voted: that the Director prepare a special project to submit to the Bureau of Library Extension.

Voted: UNICEF project, to contact Mrs. Flynn and prepare project to submit to Bureau of Library Ext.

Election of Chairman

Mr. Hoyt moved and Mrs. Yood seconded the motion that Mr. Callahan be re-elected Chairman of the Board to serve during the years 1970-71. The motion was unanimously carried.

Mr. Callahan re-elected Chairman

Budget

Attention was then turned to the budget for 1971, and the remainder of the evening was spent in discussing its contents.

Discussion of budget

Next Meeting

It was voted to meet again the following week, September 28, to complete the budget.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 28, 1970

The trustees met for their regular monthly meeting on Monday evening, September 28, 1970, at 7:30 in the Historical Room of the library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Director, Judith E. Stromdahl.

Minutes of the previous meeting were accepted as prepared.

Correspondence consisted of a letter from Mrs. Willard J. Cash of the Arlington Chapter for Children with Learning Disabilities requesting use of the Library Hall. It was so voted.

Letter from a Mrs. Cash re: use of Library Hall

Appointment

Mrs. Alfred Yood presented the name of Mrs. Gladys Terzian of Arlington for a replacement for Mrs. Leonard who has been advanced to the position of Head of Circulation in the reorganiz~~ed~~ation program which is being initiated. Mrs. Terzian is well qualified for the position she is to fill as assistant in charge of Purchasing in the Technical Services Department. With a background of business training, she comes to the Robbins Library from the main office of Manpower Inc. of Boston where she has been employed since 1966.

Mrs. Gladys Terzian to replace Mrs. Leonard

Voted: to hire Mrs. Terzian at an annual salary of $6554 (AG 4 - Max)

The attention of the Board members then turned to the capital budget. It was the unanimous opinion of the Board that an addition to the present main building was of first importance and that ways and means to secure funds for plans and drawings should be explored. The Director mentioned that she had been in contact with Mr. Leo T. Young, Director of Planning and Community Development, in regard to the "Program for Advances for Public Works Planning" under the Department of Housing and Urban Development. Mr. Young agreed to contact the Regional Administrator of HUD for information.

Capital budget

re: addition to main building

The rest of the evening was spent on the 1971 budget. Because of the crisis in stack book space, the Director proposed taking the Library Hall for library purposes, freeing the present Technical Services area for book stacks. The budget was

1971 budget

planned with this possibility in mind. After considerable discussion, it was agreed that Mr. Callahan and the Director should discuss the proposal with the Town Manager. All other items of the budget were approved as presented.

*The date of the next meeting was scheduled for October 19, 1970.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustee

*Because of Town Meeting, scheduled for October 19, the date of the next meeting was advanced to October 26.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 26, 1970

The trustees of the Robbins Library met for their regular monthly meeting on Monday evening, October 26, at 7:30 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Library Director, Judith E. Stromdahl.

Correspondence consisted of a letter from the Town Manager advising the trustees of the appointment of Mrs. Maude Thompson to another three year term as trustee, and a letter from the State Board of Library Commissioners inviting trustees, librarians and municipal government officials to a meeting for the purpose of explaining the new state aid law (G.L. Chap. 636, Acts of 1970).

Maude Thompson appt'd 3 yr. term as Trustee

Voted: to attend the meeting in Lexington on November 5.

Voted: to send letters to the Town Manager and Mr. George K. Rugg, Chairman of the Finance Committee, inviting them to attend this meeting in Lexington, the letter to offer transportation and be sent in the Chairman's name.

Meeting in Lexington Nov. 5

Friends of the Library

Mr. Hoyt reported that a speaker had been secured for the 1971 Friends of the Library program which has been scheduled for Thursday evening, April 1, 1971. Arthur Clarke, world renowned scientist and author of many books of science fiction, will speak on "Life in the 21st Century." The date has been cleared with both the Selectmen's Office and the School Department.

Arthur Clarke NLW speaker

The Friends are also planning a meeting on November 19, 1970 at the Fox Branch Library at which time Mr. Leonard Collins will speak on the history of Arlington and the Robbins Library.

F of L meeting Nov. 19

M.L.T.A.

Mr. Hoyt reported briefly on the meeting of the Massachusetts Library Trustees Association held in Worcester on Friday, October 23, 1970. At the evening session, as a member of the panel, Mr. Hoyt participated in the program which revolved around the subject of Trustees, Politics and Legislation.

MLTA meeting in Worcester, Oct. 23.

Meeting with Town Manager

The Director announced that the Town Manager had scheduled a budget meeting

for Friday, October 30, in his office. The trustees were quite disconcerted at the rather short notice they receive of these meetings, especially when they are scheduled during weekday afternoons, a time which is usually not convenient for the trustees.

Budget meeting
Oct. 30
T. M. office

In the general discussion of the library and its program, it became evident that the trustees felt that it would be desirable to meet with the Selectmen.

Voted unanimously: "that a meeting be arranged at a time suitable to the members of the Board of Selectmen."

Meeting with Selectmen

The next meeting was scheduled for November 9.

The meeting was adjourned at 10.30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 9, 1970

The Board of Library Trustees met on Monday evening, November 9, 1970, at 7:30 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, Messrs. Hoyt and Washburn, and the Director, Judith E. Stromdahl.

Correspondence

Correspondence consisted of the following:

(1) Two letters from David R. Broeg, 60 George Street, Arlington, requesting use of the Library Hall facilities for meetings of the Arlington True Life Drama Corporation, composed of Arlington High School students.

Voted: that the Corporation be given permission to use the Library Hall, if available, provided that an adult is present at all times when the group meets.

Letters re: use of Library Hall

(2) A letter from Frank Wright, the Director of Properties and Natural Resources, informing the Director that time recorders are to be installed at the three libraries for the custodians at a cost of approximately $800.

Letter from Frank Wright re: tim recorders

Meeting at Lexington

Messrs. Hoyt and Washburn reported on the meeting they attended at the East Lexington Branch Library on Thursday evening, November 5. Miss Mary Burgarella, former employee of the Robbins Library and now on the staff of the State Bureau of Library Extension, chaired the meeting and briefly reviewed the implications of the recently enacted library legislation which, if fully funded, will provide each community 37½ cents per capita in state aid for its local library.

Report on Nov. 5 meetin in Lexington

Friends of the Library

Mrs. Yood reported that letters had been prepared for mailing to the Friends notifying them of the Friends of the Library meeting to be held on November 19 at the Edith M. Fox Library. The speaker of the evening will be Leonard Collins who has chosen "Tell It Like It Was" for his subject.

F. of L meetin Nov. 19

Mr. Hoyt mentioned that he had received a copy of the bylaws of the Friends organization in Pittsfield from the Director of the Berkshire Athenaeum. The Director was asked to make copies for the trustees and for the Blackmons, Co-chairmen of the Arlington group.

Copy o bylaws receive from Directo of Berkshire Athenaeum

Trust Funds

Trust Funds were discussed. Mr. Hoyt reported that ~~Arthur~~ Francis Coughlin, Town Treasurer, had agreed to prepare a list of investment changes which have been made during the past year to present to the trustees. As Mr. Coughlin had promised to do this after November 5, Mr. Hoyt expects to receive the list shortly.

Investment changes

After some discussion, it was voted "to ask Mr. ~~Horace~~ Homer and Mr. Charles Blackmon to work with the trustees in reviewing, evaluating, and investing library trust funds."

Mr. Homer and Mr. Blackmon to work with trustees on trust funds

According to Mr. Hoyt, income ~~in~~ amt of unrestricted trust funds on October 20, 1970 amounted to $6096.19. An additional approximately $6062 will be received early in 1971. As the trustees feel these monies were given to the library for special purposes other than salaries, building, maintenance etc., it was voted that the following items be purchased from the general funds:

(1) Piano	$1000.00
(2) Bell & Howell Projector	837.00
(3) Wall screen for Fox Branch	38.50
(4) For microfilm	1000.00

At the request of the Library Director, it was voted to close the library on Saturday, December 26, with the approval of the Town Manager.

Library to close Dec. 26

The next meeting is scheduled for Monday evening, December 14.

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 14, 1970

The Board of Library Trustees met for its regular monthly meeting on Monday evening, December 14, 1970, in the Historical Room at 7:30. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Director, Judith E. Stromdahl.

The secretary's report was accepted as prepared after the words "amount of approximately" were inserted in the second sentence of the third paragraph under Trust Funds.

Insertion made in last report

Personnel

Mrs. Yood presented the credentials of Mrs. Bonnie Strong, 122 Warren Street, Arlington, with the recommendation that Mrs. Strong be hired as Children's Librarian replacing Mrs. Esther Steffens whose resignation takes effect January 4, 1971. Mrs. Strong is a graduate of Oakland University in Rochester, Michigan, and has a master's degree in Library Science from Simmons. She comes highly recommended.

Mrs. Strong t be Chil. Lib.

Voted: Upon recommendation of Mrs. Yood and the Director, to hire Mrs. Strong as Children's Librarian at a starting salary of $8016, LS2-Max, this salary to be increased to $8444, LS3-Min, the grade listed for this position in the Classification and Pay Plan, after May 1 if her work is satisfactory.

Mrs. Strong' salary

Trust Funds

The Director reported that $363 had been received for the Henry E. Dodge Memorial Fund from friends of the late Mrs. Dodge.

Voted: that this money be deposited in a daily interest savings account.

After some discussion it was voted to reactivate the Dodge account.

Money received for Dodge Memorial Fund

Voted: that $8.37 be transferred back from the Eldridge Farmer Library Income Fund to the Henry E. Dodge Memorial Fund.

As Miss Utudjian had reported that it seemed impossible to secure a desirable piano for $1000, it was voted that the amount be increased by $500 if necessary.

Amt. of money increase for piano

A general discussion of the trust funds and present investment policies followed. Upon motion of Norris H. Hoyt, duly seconded, it was

Voted: that no changes shall be made in the investment of trust funds of the

Robbins Library except with the approval of a majority of the Board of Library Trustees.

Mr. Hoyt was asked to convey this vote of the Trustees in writing to the Town Treasurer and the Town Accountant.

It was moved, seconded, and

Library trust funds

Voted: that the Chairman and Mr. Hoyt be instructed to meet with the Town Treasurer before the annual report of investments is prepared for publication to examine the investment of library trust funds as of December 1970, and that annually thereafter the presiding Chairman and one other member of the Board of Library Trustees shall meet with the Town Treasurer for the purpose of examining the invested library trust funds.

Budget

Any money left to be used for tables and carpeting

The Director was authorized to use money in Building and Grounds account, if any is left after bills for elevator, signal alarm and roof emergencies have been received, for refinishing table tops in Young Adults Department and carpeting for hallway leading to Library Hall.

The next meeting was scheduled for Tuesday, January 19, 1971.

The meeting was adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees